

SIKKIM GOVERNMENT COLLEGE, NAMCHI

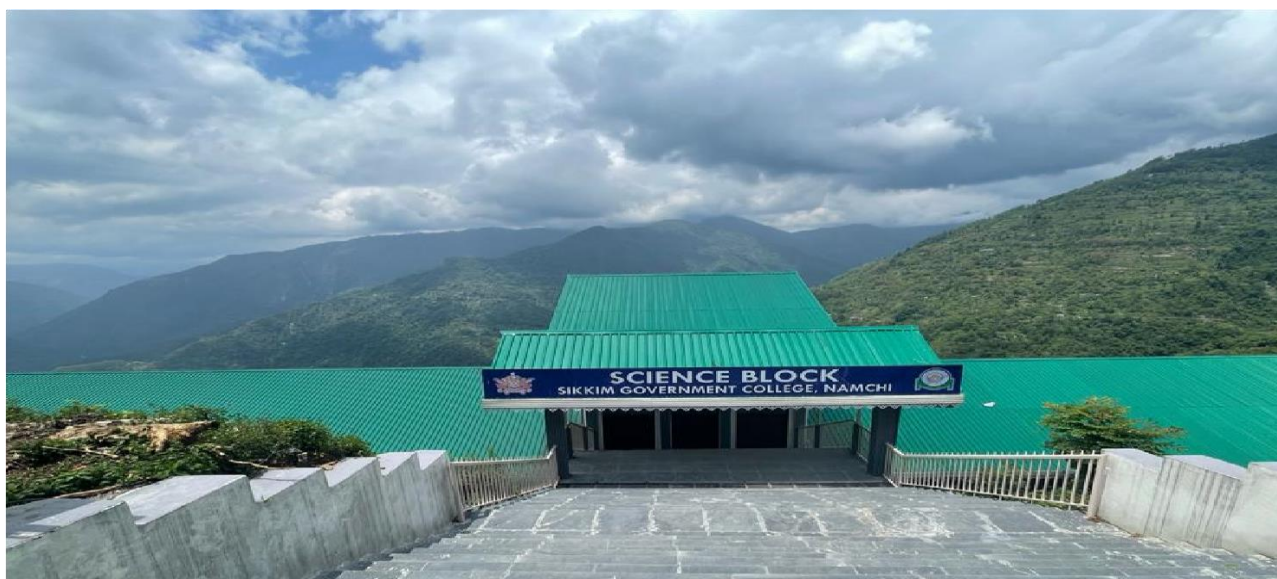
SOUTH SIKKIM



Affiliated to the Sikkim University

(A Central University established by an Act of Parliament in 2007)

(Accredited by NAAC with Grade 'B')



POST GRADUATE PROSPECTUS 2024

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PROFILE

Established on 18th August 1995, Sikkim Government College, Namchi caters to the needs of the students from both India and abroad, for higher education. The college began its journey of noble cause from a rented building at Namchi Bazaar and was later shifted to present campus at Kamrang on 18th August 2003.

Sikkim Government College, Namchi is a co-educational institute. The college is recognized under section 2(f) and included under section 12(B) of UGC Act 1956, vide office letter number F 8-439/2015 (CPP-I/C) dated 12/05/2016. The college is accredited by NAAC with grade “B”. Initially this college was affiliated to the University of North Bengal but since 2008 is affiliated to the Sikkim University, which is a central university established under an act of parliament of India.

The college is located at Kamrang, which is about four kilometres from Namchi. The campus has spacious rooms and congenial environment for teaching and learning process. The institute’s main building has three storey consisting of classrooms, office, library, laboratories, GIS Lab and a spacious multipurpose auditorium and is surrounded by luscious landscapes. The college has separate building with laboratory facilities for the Science stream. Hostel facilities both for boys and girls with an intake capacity of more than seventy two students are also available. A sports complex with a playground is being developed in the campus. With its ample area of land, there is always a chance of expansion of the college infrastructure in the near future.

The medium of teaching is English except for the Vernaculars and the college follows the Semester system under the guidelines of Sikkim University. The college offers Honours courses in Science, Humanities and Commerce. Sikkim Government College, Namchi is the only government undergraduate college in Sikkim to offer courses in Journalism and Mass Communication.

The college also serves as study centre for IGNOU (Indira Gandhi National Open University), facilitating those students who cannot go for regular undergraduate and postgraduate degree courses due to various reasons.

The college has a Career Counselling Cell formed as per the guidelines of the Department of Education to guide and motivate the students for various courses of higher studies and to expose them to various job opportunities.

In case of medical emergency College has the facility for ambulance.

MOTTO AND EMBLEM

“**Sa Vidya Ya Vimuktaye**”, a Sanskrit term taken from Vishnu Purana, meaning to liberate people from all kinds of bondage through Knowledge, is the motto of Sikkim Government College, Namchi. It is written on the college emblem.

The College Emblem encompasses the burning lamp adorn with petals of lotus on either sides of the lamp set at the background of the lofty mountains with blue sky above and vast ocean below. The **lofty mountain** represents our ideals and determination to achieve higher heights of wisdom. The **vast ocean** indicates the unfathomable reservoir of knowledge and the **blue sky** points to our perseverance to achieve higher goals in life. The symbol of **burning lamp adorn with the lotus petals** at the centre of the emblem emerging from the ocean signifies that the burning lamp will lead people from darkness of ignorance to the light of knowledge and from the realm of unknown to the known. The **lotus** signifies the purity of one’s mind, speech and deeds.

VISION

Sikkim Government College, Namchi envision itself to be an institution of excellence, for imparting higher education. The college strives to evolve as a learning centre where each and every student can achieve their full potential and also as a knowledge centre to quench the thirst of knowledge seeker.

MISSION

Sikkim Government College, Namchi is committed to provide quality education. The college is focused on the holistic development of the students and also to equip them with all the necessary knowledge and values required to meet various challenges in their future. The college strives to create a group of responsible and productive young generation, who will take on leadership roles locally, nationally and globally and work unitedly to bring positive change in the world.

College Theme Song

Lyrics - Dr. Deepak Tewari

Music Composer - Mr. Royal Rai

कलेज, हाम्रो अति नै राम्रो, प्रकृति सुन्दर।
वनपाखा सबै हरारभरा हिमाल विशाल।
सपना हाम्रो, थुप्रै छन् यहाँ, चाह छन् हजारौं।
मेटाउँछौ हामी, सदा दिन यहाँ अज्ञानता सहस्रौं।।
ज्ञानम् जयते, विज्ञानं जयते सा विद्या या विमुक्तये।
प्रतिभा हाम्रा, विनित र राम्रा, सृजना अपार।
बनाउँछौ हामी, भविष्य सुन्दर सफल र उर्वर।।
देखाउँछौ बाटो, अगाडि बढ्ने, शिक्षाले सिंचेर।
धुन्छौ मैलो, उधारछौ दैलो, ज्ञानज्योति छरेर।
एकता हाम्रो, समानता राम्रो, शक्तिको मुहान।
यसैले रोज्छौ, सुखदउषा, उज्यालो विहान।
गर्दछौं हामी, मिलेर सबै शिक्षाको प्रवर्धन।
जोश र जाँगर जीवन्त हाम्रो, उत्साह नवीन।।
ज्ञानम् जयते, विज्ञानं जयते, सा विद्या या विमुक्तये।

NAAC ACCREDITATION CERTIFICATE



FROM THE PRINCIPAL'S DESK



“Let us pick up our books and our pens. They are our most powerful weapons. One child, one teacher, one book and one pen can change the world”. -**Malala Yousafzai**

Education is an important tool which is very useful in everybody's life. It empowers humans and gets them ready to face challenges of life efficiently. Education drives away ignorance through illumination. The role of education is not limited to giving and grasping knowledge and theory. Education plays a key role in the overall development of the society. We believe that education is an effective medium of social transformation. The ultimate goal of education is the discovery of the meaning of life. We get encouragement, looking at the bright and successful careers of our thousands of students, which ultimately benefit our society.

Sikkim Government College, Namchi, enriched with progressive futuristic outlook aims continual growth in the quality of all academic activities with a sense of commitment to fully meet the expectations of our students, parents and society at large. Sikkim Government College, Namchi not only focuses on the theoretical curriculum, but also help in the all-round personality development of the students, extra-curricular activities and over all perspective.

The College arranges and organizes guest talks, seminars, Literary and Sports events etc., throughout the year to acquaint our students with new trends of the knowledge and to live fit fine and healthy. We accord prime importance to the behavioral discipline, moral integrity and cognitive developments of our students. We have a departments and units of NCC, NSS, Physical Education, Journalism and mass communication, Career Guidance Cell, Literary Cell, Gender Sensitization Cell, Entrepreneurship cell, Legal Literary Cell, Anti-Ragging Cell, Sports Cell ,Nature Club, Red Ribbon Club, etc .for the multi –facetted developments of our students.

With a team of dedicated and experienced teaching and non-teaching staff, Sikkim Government College, Namchi ensures the goal of enhancing the educational value. Our staffs are always on hand to ensure the welfare and academic aspirations of our students.

We are delighted that you are choosing Sikkim Government College, Namchi as a suitable institution to start or further your professional and academic higher education. We are committed to provide you good quality educational services.

I wish all the students a grand success in their career and prosperity in their future life.

Dr. Deepak Tewari
Principal
Sikkim Government College, Namchi.

FROM THE DESK OF VICE-PRINCIPAL



“The mind is not a vessel to be filled, but a fire to be kindled.” – **Plutarch**

Sikkim Government College, Namchi, with its core values of Courage, Compassion, Equality and Integrity, aims to nurture students, to be a worthy and honest citizen of tomorrow and also to equip the students, with all the necessary skills and values, needed to face the challenges in their day to day life.

Keeping in mind that to teach is to touch a life forever, we believe in holistic education that encompasses academics, co-curricular activities, sports education and life-skills learning. The campus, sports and academic facilities all bear testimony to this belief. As we venture ahead and spread our wings in value-based education our endeavour is to strike a balance between infrastructures and concentrate on curriculum that opens the door to wide open platforms for our students.

As Vice-Principal, I would like to cordially welcome you all to SGC, Namchi family. Hope you all have fruitful stay at Sikkim Government College, Namchi and may the road ahead be filled with success and happiness for you all.

Regards

Mr. Dewan Rai

Vice -Principal

Sikkim Government College, Namchi.

FACULTY PROFILE

Principal: Dr. Deepak Tewari (M.A., Ph.D, NET)

Vice Principal: Mr. Dewan Rai (M. Com, M.A. (Eco), M.A. (Edu), B.Ed., NET/JRF)

Dean (Students' Affairs): Dr. Chewang Doma Bhutia (M.P.E, M.Phil, Ph.D, NET)

SCHOOL OF LANGUAGES

Department of English

Sl.No.	Name	Academic Qualification	Designation
1	Dr. Laxmi Rai	M.A, M.Phil, Ph.D	Assistant Professor & Head
2	Dr. Yashoda Pradhan	M.A, Ph.D, SLET	Assistant Professor
3	Mr. Yon Tshering Lepcha	M.A, M.Phil	Assistant Professor
4	Ms.Simran Subba	M.A, NET	Assistant Professor (Guest Faculty)

Department of Nepali

Sl. No.	Name	Academic Qualification	Designation
1	Mr. Tilak Bdr. Bardewa	M.A, M.Phil, NET	Assistant Professor & Head
2	Dr. Shiva Kumar Nepal	M.A, NET	Associate Professor
3	Mr. Dilliram Sharma	M.A	Assistant Professor
4	Dr. Durga Prasad Sharma	M.A, M.Phil, P.hD	Assistant Professor

Department of Lepcha

Sl. No.	Name	Academic Qualification	Designation
1	Ms. Nimkit Lepcha	M.A	Assistant Professor & Head
2	Mr .Karma Pintsho Lepcha	M.A	Assistant Professor
3	Ms. Lhadum Lepcha	M.A	Assistant Professor

Department of Bhutia

Sl. No.	Name	Academic Qualification	Designation
1	Ms. Changa Doma Bhutia	M.A	Assistant Professor & Head
2	Mr. Karma Namgyal Bhutia	M.A	Assistant Professor

Department of Limboo

Sl. No.	Name	Academic Qualification	Designation
1	Ms. DilHangmaLimboo	M.A	Assistant Professor & Head
2	Mr. Bhim Prasad Limboo	M.A	Assistant Professor
3	Mrs. Hangma Subba	M.A	Assistant Professor

SCHOOL OF PHYSICAL & LIFE SCIENCES

Department of Physics

Sl. No.	Name	Academic Qualification	Designation
1	Mr. Rajesh Dhungel	M.Sc	Assistant Professor & Head
2	Mr. Sabat Rai	M.Sc, NET	Assistant Professor
3	Mr. Nopu Ongay Bhutia	M.Sc, NET	Assistant Professor
4	Mr. Pema Chida Sherpa	M.Sc, NET	Assistant Professor

Department of Chemistry

Sl. No.	Name	Academic Qualification	Designation
1	Dr. Govind P. Luitel	M.Sc, Ph.D	Assistant Professor & Head
2	Mrs. Dawa Doma Bhutia	M.Sc, SLET	Assistant Professor
3	Mr. Devendra Chhetri	M.Sc	Assistant Professor
4	Mr. Sonam Wangchuk Lepcha	M.Sc, NET	Assistant Professor
5	Mr. YoashTargain	M.Sc, NET	Assistant Professor

Department of Mathematics

Sl. No.	Name	Academic Qualification	Designation
1	Mr. Lakpa C. Sherpa	M.Sc, NET	Assistant Professor & Head
2	Mr. Depend Subba	M.Sc, SLET	Assistant Professor
3	Ms. Rabika Gurung	M.Sc, SLET	Assistant Professor
4	Mr. Suraj Limboo	M.Sc	Assistant Professor
5	Ms. Sweta Tiwari	M.Sc, SLET	Assistant Professor

Department of Botany

Sl. No.	Name	Academic Qualification	Designation
1	Mrs. Yeden Bhutia	M.Sc, SLET	Assistant Professor & Head
2	Dr. Bishnu K. Sharma	M.Sc, M.Phil, Ph.D	Assistant Professor
3	Mr. Chuzing Lepcha	M.Sc, NET	Assistant Professor

Department of Zoology

Sl. No.	Name	Academic Qualification	Designation
1	Ms. Yangchen Bhutia	M.Sc, NET	Assistant Professor & Head
2	Ms. Aarati Chettri	M.Sc, NET, SLET	Assistant Professor
3	Ms. Ananta Rai	M.Sc, SLET	Assistant Professor
4	Dr. Kamal Poudyal	M.Sc, Ph.D	Assistant Professor
5	Ms. Jacinta Sharma	M.Sc, SLET	Assistant Professor

SCHOOL OF SOCIAL SCIENCES

Department of Geography

Sl. No.	Name	Academic Qualification	Designation
1	Mrs. Sushma Rai	M.Sc, SLET	Assistant Professor & Head
2	Dr. T.P. Dhungel	M.A, M.Phil, Ph.D	Associate Professor
3	Mr. Royal Rai	M.A, M.Phil	Assistant Professor
4	Dr. Pankaj K. Das	M.A, Ph.D	Assistant Professor
5	Dr. Dilli Ram Dahal	M.A, NET, SLET, Ph.D	Assistant Professor
6	Ms. Prativa Subba	M.A, NET	Assistant Professor
7	Ms. Akila Bhutia	M.A, M.Phil, NET, SLET	Assistant Professor
8	Mr. Kalden Tamang	M.A, NET	Assistant Professor
9	Mr. Rikesh Pradhan	M.A, NET, SLET	Assistant Professor
10	Ms. Simran Bhutia	M.A, NET	Assistant Professor

Department of Political Science

Sl. No.	Name	Academic Qualification	Designation
1	Dr. Panu O. Pazo	M.A, M.Phil, Ph.D, NET	Assistant Professor & Head
2	Dr. Sushan Rai	M.A. NET, Ph.D	Assistant Professor
3	Mr. Rosden T. Bhutia	M.A, NET, SLET	Assistant Professor
4	Mrs. Tshering Doma Bhutia	M.A, M.Phil, NET	Assistant Professor

Department of History

Sl. No.	Name	Academic Qualification	Designation
1	Dr. Gnudup Sangmo Bhutia	M.A, M.Phil, Ph.D	Assistant Professor & Head
2	Ms. Uden Lamu Bhutia	M.A, NET	Assistant Professor & Head
3	Mr. Kunzang Namgyal Bhutia	M.A, NET	Assistant Professor
4	Mr. Pincho Lepcha	M.A (Hist), M.A. (Eng.)	Assistant Professor

Department of Economics

Sl. No.	Name	Academic Qualification	Designation
1	Mr. Kunzang Topgyal Shangderpa	M.A, NET	Assistant Professor & Head
2	Dr. Bikash Sharma	M.A, Ph.D	Assistant Professor
3	Mrs. Shanti Tamang	M.A, M.Phil, NET	Assistant Professor
4	Mr. Phurba Lepcha	M.A, NET	Assistant Professor
5	Mr. Tshering Wangchuk Bhutia	M.A, NET	Assistant Professor

Department of Sociology

Sl. No.	Name	Academic Qualification	Designation
1	Ms. Kimla Dorjee Bhutia	M.A, M.Phil, NET	Assistant Professor & Head
2	Mrs. Malavika Ra	M.A, SLET	Assistant Professor
3	Mrs. Sushmita Gurung	M.A, NET	Assistant Professor
4	Ms. Tshering Choden Bhutia	M.A, NET	Assistant Professor
5	Ms. Zangmoo Lepcha	M.A, NET	Assistant Professor

Department of Education

Sl. No.	Name	Academic Qualification	Designation
1	Dr. Yugal Kishore Khanal	M.A, Ph.D, SLET	Assistant Professor & Head
2	Mrs. Anuradha Rai	M.A, M.Phil, NET, SLET	Assistant Professor
3	Dr. Binita Rai	M.A, Ph.D, NET	Assistant Professor
4	Ms. Diki Choden Bhutia	M.A, NET	Assistant Professor
5	Mrs. Diki Ongmu Lepcha	M.A, SLET	Assistant Professor
6	Dr. Kriti Gurung	M.A, Ph.D, NET	Assistant Professor
7	Dr. Nabin Manger	M.A, M.Phil, NET, Ph.D	Assistant Professor
8	Dr. Santosh Subba	M.A, NET, Ph.D	Assistant Professor
9	Mrs. Sheetal Rai	M.A, NET, SLET	Assistant Professor

Department of Physical Education

Sl. No.	Name	Academic Qualification	Designation
1	Mr. Bishwa Hang Subba	MP.Ed, NET	Assistant Professor & Head
2	Dr. Chewang Doma Bhutia	MPE, M.Phil, Ph.D, NET	Assistant Professor
3	Mr. Jonah Rai	MP.Ed, NET	Assistant Professor

Department of Journalism & Mass Communication

Sl. No.	Name	Academic Qualification	Designation
1	Dr. Mahendra Prasad Gurung	M.A, NET, Ph.D	Assistant Professor & Head
2	Ms. Bindhya Rai	M.A, NET	Assistant Professor
3	Dr. Cherrila Wangchuk Bhutia	M.A, Ph.D, NET	Assistant Professor
4	Dr. Dikila Bhutia	M.A, Ph.D, NET	Assistant Professor
5	Mrs. Pranita Gurung	M.A, NET	Assistant Professor

Department of Eastern Himalayan Studies & Environmental Sciences

Sl. No.	Name	Academic Qualification	Designation
1	Mr. Saran Kumar Chettri	M.Sc, NET, SLET	Assistant Professor & Head
2	Ms. Pema Uden Sherpa	M.A	Assistant Professor

SCHOOL OF COMMERCE

Department of Commerce

Sl. No.	Name	Academic Qualification	Designation
1	Mr. Dinesh Darnal	M.Com, NET	Assistant Professor & Head
2	Mrs. Chang Doma Sherpa	M.Com, MBA, NET	Assistant Professor
3	Mr. Dewan Rai	M.Com, NET, Ph.D	Assistant Professor
4	Mr. Pranay Tamang	M.Com, NET	Assistant Professor
5	Dr. Sabita Sapkota	M.Com, Ph.D, NET	Assistant Professor
6	Dr. Sanjaya Kumar Subba	M.Com, Ph.D, NET	Assistant Professor
7	Mr. Shekhar Khatiwara	M.Com, NET, SLET	Assistant Professor
8	Mr. Sunil Limboo	M.Com, NET	Assistant Professor
9	Ms. Una HangmaLimboo	M.Com, NET	Assistant Professor

ADMINISTRATIVE AND MANAGEMENT

Principal: Dr. Deepak Tewari

Vice Principal: Mr. Dewan Rai

Dean: Dr. Chewang Doma Bhutia

Administrative Officer and Drawing & Disbursing Officer (D&DO): Mr. Lakpa Gyalpo Sherpa

Sl.No	Name	Designation
1	Mr. Lakpa Gyalpo Sherpa	Adm. Officer
2	Mrs. Rama Katel Tewari	Librarian
3	Mr. Bhim Bdr. Thapa	OS
4	Mr. Robin Rai	HA
5	Mr. Prem Kumar Darnal	Accountant
6	Ms. Dil Kumari Tamang	Account Clerk
7	Mrs. Neelam Sharma	HA
8	Mr. Samir Tamang	HA
9	Mrs. Rekha Bhandari	UDC
10	Mr. Arun Rai	LDC
11	Mrs. Shova Rai	LDC
12	Mr. Lokesh Chettri	Lab. Instructor

13	Mr. Roshan Mani Pradhan	Lab. Assistant
14	Passang Laden Sherpa	Lab- Assistant
15	Raksha Sharma	Lab- Assistant
16	Mr. Passang Bhutia	Computer Operator
17	Mr. Bishal Sharma	Computer Operator
18	Mr. Indra Pradhan	Computer Operator
19	Ms. Archana Sharma	Sr. Adm. Assistant
20	Mr. Lokesh Chettri	Asst. Programmer
21	Ms. Pratima Lakhandri	Office Assistant

22	Ms. Sarmila Gurung	Office Assistant
23	Mr. Nigam Rai	Office Assistant
24	Mr. Milan Rai	Office Assistant
25	Ms. Sangita Rai	Office Assistant
26	Mrs. Devika Tamang	Office Assistant
27	Ms. Priyadarshini Gurung	Office Assistant
28	Mr. David Manger	Office Assistant
29	Ms. Sova Kumari Limboo	Office Assistant
30	Ms. Menuka Chettri	Office Assistant
31	Ms. Chanda Rai	Office Assistant
32	Ms. Aita Man Manger	Office Assistant
33	Ms. Ashmita Chettri	Office Assistant
34	Ms. Gayzum Pandi Lepcha	Office Assistant
35	Mr. Gyanon lepcha	Office Assistant
36	Mr. Rufas Lepcha	Office Assistant
37	Ms. Rasmi Rai	Office Assistant
38	Ms. Binita Rai	Office Assistant
39	Ms. Bindhya Rai	Office Assistant
40	Ms. Seinna Manger	Library Assistant

41	Mr. Pradeep Kr. Rai	Office Attendant
42	Mr. Madan Kr. Chettri	Office Attendant
43	Mr. Tashi Sherpa	Office Attendant
44	Mr. Kalchen Bhutia	Office Attendant
45	Mr. Katok Lepcha	Office Attendant
46	Rajesh Manger	Office Attendant
47	Ushnata Rai	Office Attendant
48	Mrs. Sudha Sharma	Office Attendant
49	Mrs. Ragina Rai	Office Attendant
50	Ms. Sarala Limboo	Multi Task Office Staff
51	Ms. Marin Subba	Multi Task Office Staff
52	Mr. Rakesh Rai	Lab. Attendant
53	Mrs. Sabina Chettri	Lab. Attendant
54	Mrs. Rojyta Subba	Lab. Attendant
55	Ms. Harka Lachi Rai	Lab. Attendant
56	Mrs. Mumataz Rai	Lab. Attendant
57	Ms. Alina Darnal	Lab. Attendant
58	Mr. Suraj Gurung	Lab. Attendant
59	Mr. Dhan Kumar Manger	Hostel Attendant
60	Mr. Lako Tshering Bhutia	Chowkidar
61	Sangcho lepcha	Chowkidar
62	Mr. Meeraj Rai	Chowkidar
63	Mr. DawaTsh. Bhutia	Bus Driver
64	Mr. Dal Bdr. Das	Bus Driver
65	Mr. Ram Rup Rai	Driver
66	Mr. Saran Rai	Driver
67	Chewang Lakpa Sherpa	Driver
68	Lakpa Tamang	Driver
69	Mr. Jit Man Rai	Night Guard

70	Mr. Prakash Rai	Night Guard
71	Mr. Prem Kr. Pradhan	Home Guard
72	Mr. Madan Kumar Limboo	Home Guard
73	Ms. Manita Pradhan	Home Guard
74	Mrs. Devi Maya Gurung	Safai Karmachari
75	Mr. Ram Iqbal Ram	Safai Karmachari
76	Ms. Aruna Manger	Safai Karmachari
77	Ms. Kamala Chettri	Safai Karmachari
78	Mrs. Phurmit Lepcha	Safai Karmachari
79	Ms. Meena Rai	Safai Karmachari
80	Suman Manger	Safai Karmachari
81	Mr. Harka Bdr. Chettri	Mali
82	Mr. Topden Lepcha	Mali

LIBRARY STAFF

SI.NO.	Name	Designation
1.	Mrs. Rama Katel Tewari	Librarian
2.	Mr. Bishal Sharma	Computer Operator
3.	Ms. Seinna Manger	Library Assistant
4.	Ms. Sangita Rai	Office Assistant
5.	Mrs. Devika Tamang	Office Assistant
6.	Ms. Priyadarshini Gurung	Office Assistant
7.	Mr. David Manger	Office Assistant
8.	Mr. Tashi Sherpa	Office Assistant/Peon
9.	Mr. Katok Lepcha	Peon

LABORATORY PERSONNEL

SI.NO.	Name	Designation	Department
1.	Mr. Lokesh Chettri	Lab. Instructor	JMC

2.	Mr. Roshan Mani Pradhan	Lab. Assistant	Geography
3.	Mrs. Sabina Chettri	Lab. Attendant	Geography
4.	Mrs. Rojyta Subba	Lab. Attendant	Botany
5	Mr. Sova Limboo	Lab. Attendant	Botany
6.	Ms. Harka Lachi Rai	Lab. Attendant	Zoology
7.	Ms. Sharmila Gurung	Lab. Attendant	Zoology
8.	Ms. Raksha Sharma	Lab. Attendant	zoology
9.	Mr. Rakesh Rai	Lab. Attendant	Physics
10.	Ms. Ashmita Chettri	Lab. Attendant	Chemistry
11.	Ms. Alina Darnal	Lab. Attendant	Education

PG ADMISSION 2024

Website: <https://sgcnamchi.com>

The application form will be available at <https://sgcnamchi.com/admission-notice/> duly filled application form along with the relevant documents is to be submitted at the office of the Dean of the student's affairs.

PG COURSES OFFERED.

Courses	Subjects	Intake capacity
M.A.	Education	15
M.sc.	Geography	15
M.Com.	Commerce	15

IMPORTANT DATES

Event	Date
Publication of Admission Notice	09.08.2024
Application form available offline and available at https://sgcnamchi.com	12.08.2024 to 17.08.2024 between 10 am to 3:30 p.m. on working days only
Entrance Examination	21.08.2024.
Merit list will be displayed on	23.08.2024
Admission for candidates selected in the first merit list	27.08.2024 to 28.08.2024
Commencement of the class	To be announced later
Counselling for vacant seats (if any)	To be announced later

MINIMUM ELIGIBILITY

Before applying for the course, the candidates must ensure that they meet the minimum eligibility criteria of Sikkim University for the relevant course. An applicant must have completed a B.A/B.com course from a recognized University under the 10+2+3 system in the relevant discipline or equivalent. A candidate studying in the final semester/year may apply, however such applicants have to successfully complete their graduation at the time of admission otherwise their application shall be rejected. Further, they must also meet the following requirements for the respective course.

Courses	Total Intake	Minimum Eligibility/Area of Specialization
M.A Education	15	Honours Graduate in Education with 45% marks/ % marks in aggregate / equivalent grade.
M.Sc. Geography	15	Honours Graduate in Geography with 45% marks/ % marks in aggregate / equivalent grade.
M.Com	15	Honours Graduate in B.com with 45% marks/ % marks in aggregate / equivalent grade.

Further, candidates must note that meeting eligibility criteria does not guarantee admission. Admission will be given based on the merit list and total intake capacity

SELECTION PROCEDURE

The merit list will be drawn based on two components

- **Component A:** Percentage of marks obtained in the first five semesters or first two years of the qualifying undergraduate examination. (In case only C.G.P.A is provided, the marks will be converted to percentages using the formula provided by the respective university.)
- **Component B:** Percentage of marks obtained in the entrance examination. Final Merit list percentage = Component A + Component B. Candidates not appearing for the entrance examination are automatically rejected.
- A preliminary check for minimum eligibility criteria shall be done before the entrance examination. A list of eligible candidates will be published on <https://sgcnamchi.com> and on the college notice board on the mentioned date.
- No separate intimation will be sent to the candidates.
- Candidates selected for admission in the first merit list must report to the Admission Desk at Dean office of the Sikkim Government college Namchi physically with all the requisite documents between 27– 28 August 2024. If the candidate fails to report on the given date, their admission will be cancelled.

CANCELLATION OF CANDIDATURE The following shall result in the cancellation of candidature after selection in the merit list:

- If the candidates fail to report on the mentioned dates.
- Failure to meet the eligibility criteria.
- Failure to submit the requisite documents.
- If any discrepancies are found during document verification.
- Candidates failing to maintain disciplinary rules of the college. The candidates shall lose their claim to the seat if any of the above criteria are met and the seat will be declared vacant for counselling.

HOW TO APPLY

The application form will be available at <https://sgcnamchi.com>

- Candidate must fill up the form and submit it along with the required documents (see <https://sgcnamchi.com/admission-notice/> for the documents required), undertaking form (available along with this prospectus at <https://sgcnamchi.com>).

REQUISITE DOCUMENTS AT THE TIME OF FORM SUBMISSION

1. One self-attested copy of the Class X mark sheet/certificate
2. One self-attested copy of the Class XII mark sheet/certificate
3. One self-attested copy of the Undergraduate mark sheet every semester
4. Degree certificate of the qualifying course.
5. Transfer Certificate from the last institute attended.
6. Character Certificate from the last institute attended.
7. COI/RC duly attested by the relevant authority (if applicable)
8. Caste Certificate duly attested by the relevant authority (if applicable)
9. Aadhar Card
10. Two passport-sized photographs in addition to the photograph pasted in the application form.
11. BPL card issued by DESME.
12. A copy of the application fee receipt.

COUNSELING AGAINST THE VACANT SEATS

Counselling against the vacant seats will be held on 31/08/2024.

Counselling for the respective program will be held only if the seats remain vacant after the 1st merit list admission.

Allocation of seats during counselling will be based on the merit list and Govt. of Sikkim reservation rules.

Only the candidates who have filled out the application form and have appeared for the entrance examination shall be allowed to appear during counselling. Candidates are to maintain a strict disciplinary code during counselling.

LIST OF DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

- Candidates must bring along two passport-sized photographs to be attached to the application form.
- Candidates must then submit the above-mentioned documents at the Admission Desk at Dean office of Sikkim Government College Namchi College Campus between 10 am to 3 :30 pm on working days.
- Upon submission the candidate will be given a confirmation slip which they must keep with them until the admission process is complete.
- Candidates must pay the application fee of Rs. 750 /- through QR method or through College Fee slip.

The candidates must bring the following documents in original as well as self-attested copies of:

- Marksheet of Class X
- Marksheet of Class XII
- Marksheet of Graduation
- Provisional Certificate of Graduation
- Migration Certificate
- Birth Certificate
- Valid ID Proof (Aadhaar/Voter ID/Driving License)
- 4 Passport-sized photographs

In case the documents mentioned above are not submitted at the time of verification, the admission shall be deemed cancelled.

UNIVERSITY REGISTRATION

As per the directives of Sikkim University, after the completion of admission procedure students have to undertake online registration to the Sikkim University at the specified time and date failing to do the same the students shall automatically lead to cancellation of admission. The registration dates are notified by the University and further circulated by the college on its notice board, website (sgenamchi.com), and respective WhatsApp group.

WITHDRAWAL OF ADMISSION

Students wishing to discontinue and withdraw in the mid-session must apply to the Principal in writing. Subsequently, their names will permanently be removed from the college register. In doing that, they must surrender the College Identity Card and College Membership Card issued to them.

TRANSFER

Students applying for Transfer Certificate must submit an application to the Principal.

Inward Transfer:

The subject combination which the student is pursuing must be one of the combinations offered in the college. If approved, the student has to produce Original Transfer and Character Certificate, Identity Card etc. from the previous college. After that, he/she should report to Sikkim University and obtain an NOC. If the applicant is granted NOC by the Sikkim University, they will be enrolled in the college. However, it is the responsibility of the concerned student to ensure that minimum attendance of 75% is met.

Outward Transfer:

An applicant should first obtain a written consent from the college he/she is willing to get transferred to. Then they must seek the permission of the Principal, SGC, Namchi to leave the college. Once approved the student should get necessary clearance as directed by the Dean's office. Their name would be struck off from the college register and relevant documents will be handed over to them. They must then write to Sikkim University to obtain NOC to join the new college.

ANTI-RAGGING

1. It is mandatory for every student and their parent to submit an anti-ragging affidavit at the time of first admission and thereafter each year at the time of annual registration. These are UGC's regulations.
2. It is the order of the Supreme Court that the contact details of students must be collected from these affidavits and stored electronically at a central location.
3. Applicant is asked to fill up the anti-ragging affidavit online at **antiragging.in**.
4. Online Anti-ragging affidavit format can be found in the college website **sgcnamchi.com**.
5. A copy of the filled up anti-ragging affidavit (by student and parent/guardian) must be submitted at the time of admission.

EXAMINATION SYSTEM

As according to the UGC guidelines, the college follows a semester-based system comprising six (6) semesters for UG programmes and four (4) semesters for PG programmes. The semester 1, 3, and 5 are called Odd semesters, whereas, the semesters 2, 4, and 6 are called Even semesters.

Univeristy Evaluation Pattern

The marks obtained by a student in a paper or semester examination are converted into numerical grade point and alphabetical grade in a 10-point scale as per details given as under:

Marks in %	Grade Point Scale	Grade	Grade Point
90 and above	9.0 and above	O	10
80-89.99	8.0 – 8.9	A+	9
70-79.99	7.0 – 7.9	A	8
60-69.99	6.0 – 6.9	A-	7
50-59.99	5.0 – 5.9	B+	6
40-49.99	4.0 – 4.9	B	5
30-39.99	3.0 – 3.9	B-	4
20-29.99	2.0 – 2.9	C+	3
10-19.99	1.0 – 1.9	C	2
0-9.99	0.0 – 0.9	C-	1

Under Continuous Comprehensive (CEC) System, entire semester is divided into three components with the following marks distribution:

Sessional A: 25 Marks (Centrally conducted internal examination of one hour duration.)

Sessional B: 25 Marks (Decentralised and conducted by the respective departments. Further, department has prerogative to conduct Sessional B in any of these forms: Written Examination/ Term Paper Presentation/ Book Review/ Group Discussion or in any other form approved by Sikkim University.

In case of laboratory based subjects practical examination is conducted.)

End Sessional Examinations: 50 Marks (Centrally conducted University examination of two hours duration.

EXAMINATION CELL

Chairperson: Dr. Deepak Tewari.

Convener: Ms. Dewan Rai, Vice-Principal.

Teaching Members:

Ms. Bindhya Rai

Mr. Chuzing Lepcha

Mr. Depend Subba

Ms. Diki Choden Bhutia

Ms. Yangchen Bhutia

Non Teaching Members:

Mr. Lokesh Chettri

Mr. Pradeep Kumar Rai

Ms. Marin Subba

Ms. Sudha Chettri

PROMOTION AND COMPLETION OF THE COURSE

1. The minimum pass mark at the end-semester examination shall be 30.0% of the total score in each paper/subject. The aggregate qualifying marks for being declared to have duly cleared a semester shall, however, stand at a minimum of 33.0% of the total score in that semester. The minimum pass marks for a practical paper shall be the same as that of the theory paper and inability to score the minimum prescribed pass mark in a practical paper would make the candidate fail in that paper. Practical papers shall not be re-evaluated.
2. Students who fail to appear in either of the two sessional tests or both will be debarred from sitting in the University End Term Examination.
3. After successful completion of the First Semester, students shall have to take admission to the Second Semester and subsequently to the Third, Fourth, Fifth Sixth Semester.
4. After successful completion of each semester, students have to take subsequent admission into the next semesters and fill up the semester programme cards on the stipulated dates notified by the college authority failing to which they might be debarred from sitting in the University examination.
5. The maximum number of allotted semesters to complete and duly clear the course in order to be eligible to be awarded the degree shall be 10 (ten) semesters.

6. A student shall be eligible for the award of Honours Degree provided the student appears in and successfully clears all the prescribed 18 papers within the stipulated number of semesters securing an aggregate of 45.0% or above in the chosen Honours subject. Students securing an aggregate score of less than 45.0% but duly clearing all the papers shall, however, only be eligible for a simple pass degree.
7. A student who is unable to clear the end semester papers at one go shall be allowed to repeat the failed papers in the next relevant semester, subject to the provisions of the University and shall be allowed to repeat one or more papers, as the case may be, during the relevant end semester examination.
8. A student seeking to improve his /her result may do so by duly applying for the same within 12 days from the date of publication of result and this improvement chance can be availed only once in a course subject to the condition that the result of such examination shall not be counted towards the award of rank/medal or any other prize available at the disposition of the University.
9. In order to repeat paper or for more improvements, the concerned student must apply to the office of the Controller of Examination through the proper channel and if permitted shall pay the prescribed fee at least one month before commencement of the examination.

FEE STRUCTURE

Fee Structure Sikkim Government College Namchi Extension Center follows the fee structure provided by Sikkim University with minor modifications

Sub/Pro g.	Admssio n	Mark sheet	Certi- ficate	Exa m	Librar y	Medic al	coun cil	ID	Alumni fee	Reg.	Tuition fee	Total
Educatio n M.A.	610	244	366	1220	610	366	244	12 2	100	244	732	4858
M.Com	1220	244	366	2440	610	366	244	12 2	100	244	1220	7176
M.Sc Geograp hy	1220	244	366	2440	610	366	244	12 2	100	244	1220	7176

* Registration fee is not applicable for the students registered in Sikkim University

RE-REGISTRATION

After declaration of results, each student must re-register for the subsequent semester. Students are required to bring their identity card on the notified dates for re-registration. Failure to reregister shall lead to removal of names from the college rolls as the college administration assumes that the student has discontinued his/her studies. Names of such students may not be reflected in any official correspondences.

Subsequent Semester fee is to be paid before commencement of each semester, as on prescribed by the college authority. *Tuition fees should be paid on a semester basis starting from the second semester which is given in the table below

Course	Tuition Fee (in Rs)
M.A Education	732/-
M.sc Geography	1220/-
M.Com	1220/-

At the time of admission, the fee is to be paid at the college payment counter. The payment mode includes card payment, & QR code payment.

For subsequent admission, fee book will be provided during the time of admission and students have to pay the fees as prescribed in the college fee book.

ATTENDANCE REGULATIONS

As per the University Regulations, 75% of attendance of the total classes held in each subject/paper in a particular semester is a must. Not attaining this mark, a student will be debarred from sitting in the examination. In such case, a student has to repeat the entire examination for the subject in the next subsequent semester applicable.

STUDENTS IDENTITY CARD

All college students will be issued Identity Card (separate amount to be paid during the time of admission). This card is to be carried by the student every day and the student shall produce it on demand, as and when required by the college authorities (administration, faculty, college discipline committee, etc.).

LEAVE

All leaves of absence for a period of more than three days must be addressed to the Principal. Such leaves have to be substantiated by proper documents like a medical certificate given by the medical board of the government/private hospitals. In case of demise of the immediate family member, death certificate to be submitted. If student wishes to represent State/Nation in National or International tournaments/ events etc. they should submit the selection letter from the recognized body.

SCHOLARSHIP

Scholarship to the needy and authenticated students as permissible under the norms of the State and the Central Government will be offered and notifications in this regard will be given from time to time. This includes the scholarships given to the students of SC, ST, OBC, and BPL categories. For this, the concerned students have to fill up the prescribed forms available at the college office in due time. From academic session 2016, Chief Minister Scholarship fund has been introduced to acknowledge the best performing student of the year based on various parameters such as academic and co-curricular activities. Student applying for various scholarship schemes are required to obtain

a Bonafide certificate from the college ensuring that the student is indeed currently studying in the college. The format of such a certificate, if provided (if not refer page), must be first completely filled by the students and then must get it verified from the Dean's office before obtaining the Principal's signature. For verification process students must produce-

1. College Identity Card
2. Marksheet from previous semester (for second and subsequent semester students) / Class 12th or equivalent marksheet (for first semester students).
3. Bonafide Form (As prescribed by the college)

Convenor: Dr. Binita Rai

LIBRARY

The college library is equipped with Text Books, Reference Books, Magazines, Periodicals and Newspapers. The students are to possess membership cards in order to avail the facilities of the library. There is large and spacious reading arena for the students. Within the library, all students must maintain complete silence and discipline. Each student is expected to abide by the following rules strictly.

1. One book for general subject and two books for honours subject will be issued at a time , subject to the availability of sufficient copies.
2. Reference books, periodicals, and newspapers are not borrowed out; hence the students have to study them at the library itself.
3. Books have to be refunded on or before the last date mentioned on the date- sheet.
4. A fine of Rs. 5/ per day shall be levied for delay in returning the books.
5. Books must be handled with care. Students must not write any remark on the pages or mutilate them.
6. Books should be returned on or before the last date mentioned in the date sheet. If a book is lost, it must be replaced by paying three times the original cost of the book.
7. Students must produce the identity card/ library card on demand by the Librarian for availing the services of the reference materials, question papers and syllabus etc.
8. Students have to return library books, library cards and identity cards and procure clearance for Certificate before every university examination.
9. If a Library card/Identity card is lost, duplicate card will be issued on request on a payment of a fine of Rs.50/.
10. No library book will be issued during the winter and the summer vacations. Students should submit the library books issued before the winter vacation for necessary stock verification.
11. Library Membership Cards and College Identity cards need to be renewed after successful completion of each semester.

12. Students should maintain complete silence and discipline in the library.

LIBRARY COMMITTEE

1. Mrs. Rama Katel-Coordinator
2. Mr. Tilak Bahadur Bardewa - Convener
3. Mrs. Anuradha Rai - Co convener
4. Mrs. Lhadum Lepcha-Member
5. Mr. Sonam Wangchuk Lepcha - Member
6. Mr. Nopu O. Bhutia -Member.
7. Mrs. Hangma Limboo – Member
8. Ms. Nimkit Lepcha - Member
9. Mr. Rikesh Pradhan - Member
10. Mr. Dinesh Darnal - Member
11. Ms. Pema Uden Sherpa - Member

COLLEGE NOTICE BOARD

Dissemination of information is done through college notice boards; therefore, students are expected to keep themselves updated by checking notice board time to time.

COLLEGE UNIFORM

Students shall compulsorily come to the college in proper college uniform. Failure to follow proper dress code shall invite strict disciplinary action(s).

Uniform Colour:

1. **SHIRT:** Off White
2. **TROUSER:** Dark Green
3. **BLAZER:** Dark Green with College Monogram
4. **SWEATER:** (BOYS) Black Full/Half Sweater with College Monogram
5. **SWEATER:** (GIRLS) Black Half/Full Open Sweater with College Monogram
6. **TIE:** Dark Green with Off White Star Dots
7. **SOCKS:** Black
8. **BELT:** Black
9. **SHOES:** Black Formal Leather Shoes without Heels
10. **TRACK SUITS (ONLY FOR THE STUDENTS OF PHYSICAL EDUCATION WITH THE DESIGN/COLOUR PRESCRIBED BY THE COLLEGE.**

Uniform Rules

- a. Uniform is a college obligation. It can only be used for college activities and misuse of the same may invite serious penalty.
- b. One should always adhere to the prescribed uniform pattern. The disciplinary provisions of the college will strictly monitor disobedience to this.
- c. Untidy haircut, fancy haircut and shoes, exaggerated application of cosmetics and highlighted colour application on hair will be strictly taken action against.
- d. Be tidy and disciplined.
- e. Girls should wear trousers mandatorily.

HOSTEL FACILITIES

The college has separate hostels for both boys and girls located within the campus, with 72 nos of seats in each one of them. The hostel has been functioning since 2023.

Hostel Committee

Chairperson: Dr. Deepak Tewari, Principal

Ex-officio Member: Dr. Chewang Doma Bhutia, Dean of Student's Affairs

Warden (Boys): Dr. Nabin Manger

Asst. Warden (Mr. Indra Pradhan)

Warden (Girls): Dr. Chewang Doma Bhutia

Members (Boys Hostel):

1. Mr. Sunil Limboo
2. Mr. Rikesh Pradhan
3. Mr. Santosh Subba

Members (Girls Hostel):

1. Ms. Aarati Chhetri
2. Ms. Sheetal Rai
3. Ms. Tshering DomaKaleon
4. Ms. Yangchen Bhutia

HOSTEL RULES AND REGULATIONS OF SIKKIM GOVT. COLLEGE, NAMCHI

A. General

1. Every resident of hostel is expected to act in a manner conducive to a healthy environment in the hostel.
2. Residents are required to read all notices that are put up on the Notice Boards from time to time.
3. The hostel Warden or relevant authorities of the University have full authority to check any room in the hostel at any time.
4. Every student shall stay in the room allotted to him/her. Exchange of rooms after final allotment is not allowed. However, the Warden may allow, as a special case, on valid and reasonable grounds in change of rooms.
5. Hostel inmates must abide by the decisions of the Wardens with respect to enforcement of the hostel rules, failing which strict disciplinary action may be taken. No inmate shall leave the hostel without permission of the warden. He/she shall have to apply in advance to the Warden stating the reason for leaving and address of destination in the prescribed form. Those students who leave hostel without permission shall be deemed to be missing and Parent/ Guardian/ Police will be intimated in consultation with higher authorities.
6. The hostel Superintendent/ Warden has the discretion to inspect any room at any time.
7. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
8. Students shall take prior written permission of the Principal or Hostel Management Committee before giving any information or interview regarding Hostel.
9. Vacation: During the vacation, belonging should be kept in the cupboard under lock and when the students has completed an academic year and is to vacate the hostel, students must take along all of her/his belongings. Students are not allowed to stay during vacation and puja holidays.
10. Dress Code: The students should be decently dressed when they are out of rooms. The decisions as to what constitutes a decent dress remains vested with the hostel authority.
11. Hostel inmates desiring to go out of station or return late must obtain permission from the Warden concerned before going out.
12. Once admitted he/she has to pay the room rent for the full academic session. The amount will be forfeited if the inmate decides to leave the hostel in midsession.
13. Daily attendance of all the hostel inmates by the Prefect shall be mandatory. The students must make entry in the "In/Out Register".
14. Allotment of room furniture etc will be entirely at the discretion of the Warden.

15. Fixture: Students shall not bring any extra furniture's or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared properly. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been wilfully damaged or have damaged on account of misuse or unfair wear and tear.
16. Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/ fixture from one point/location in the hostel to another. Besides a penalty recovery, students involved in such activities will be expelled from the hostel.
17. Hostel accommodation can be changed or cancelled by the management, if found necessary, at any point of time.

B. Ragging

Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the College as well. Administrative shall also report incidents of ragging to the Police for taking appropriate action under the law.

C. Guest & Unauthorized Persons

1. Unauthorized person or outsiders in the hostel rooms are strictly prohibited. Any student keeping unauthorized person in his/her room will be liable to disciplinary action amounting to expulsion from the hostel. Guest may be allowed on prior written permission of the Warden.
2. Guests are not permitted to stay overnight in the room of the students.
3. All visitors to the hostel including parents/ guardians will have to make necessary entries in the Visitors' book available at the entrance.

4. D. Do's & Don't for Hostel Inmates:

1. Consumption of alcoholic drinks, cigarettes, tobacco, drugs or any other intoxicants is strictly prohibited in the hostels. Anyone found consuming such things or found in a drunken state will be expelled from the hostel immediately.
2. No student shall keep any fire-arm, lethal weapon, poisonous thing or intoxicants of any kind in the Hostel. No student should take law into his/her own hand, but must report all disputes to the hostel Warden. All kinds of shouting, fighting, gambling, stealing, maltreating or abusing are strictly prohibited. In such cases offender will be handed over to the Police immediately and expelled from the hostel.
3. Cooking food in the hostel room is strictly prohibited. In order to avoid fire hazards, no fire producing equipment in the room is permitted.
4. In their own interest, students are advised not to keep excess cash or valuables in their hostel rooms. Extra money must be deposited in their bank accounts. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room, even for a short period or when they are sleeping. Each student will be responsible for his/her belonging. Hostel authority shall not be responsible for the loss or

- theft due to his/her negligence. However, in the case of theft, the matter shall be immediately reported to the concerned Warden.
5. While leaving the rooms, it must be ensured that the light and fans are switched off, failing which he/she will be liable for imposition of fines.
 6. Tampering with and alteration of electrical fittings are strictly prohibited and such action is liable for punishment.
 7. All inmates of hostel must keep their rooms, washrooms etc neat and clean.
 8. No inmate will be allowed to have more furniture than entitled to as per college rules of allotment.
 9. All inmates shall treat their fellow inmates, hostel staff and mess staff with dignity and decorum.
 10. No notice shall be put in the hostel by any student directly unless such permission has been granted by the Warden.
 11. No inmate shall raise or assist others to raise any subscription in the hostel on any account without prior permission of the warden.
 12. No one shall use the belongings of other inmates without their consent.
 13. Employment of personal servant or attendant or keeping a pet animal etc in a hostel is not allowed.
 14. An Inmate shall not enter the room(s) of other(s) who are not in their rooms.
 15. A student shall not hand over the keys of his/her room to any other student/person except the Warden or person authorized by him/her.
 16. One key of each room will be submitted to the warden's office. The change of lock must be intimated to the warden and a copy of new key submitted to her, which may be required for any emergency.
 17. Any inmate going out of station shall be required to submit the room key to warden.
 18. It is mandatory for all hostel inmates to take food from the hostel mess. This condition is exempted only on medical grounds duly certified by the doctor. Every inmate shall pay the mess bill and other charges as per the schedule failing which fine, as decided by the college, shall be imposed.
 19. Girls are not allowed to enter the Boys' hostel and Boys are not allowed to enter Girls' hostel, except the place earmarked for guest meeting.
 20. Closing time of hostel gate is 8:00 PM in summer (April to September) and 7:00 PM in winter (October to March). Opening time of Hostel gate is 5:00 AM in summer (April to September) 6:00 AM in winter (October to March).
 21. Water should be used properly and water taps must be closed when not in use.
 22. In case of any kind of emergency, Warden must be informed.

23. Visitors and parents are allowed to visit a student only in the visitor's lobby and visitors room on the service floor between 9:00 AM to 11:00 AM and 6:00 PM to 8:00 PM on working days and between 11:00 AM to 5:00 PM on Sundays and public holidays. No students shall keep talking with visitors in compound, either in or outside the gate/lane. No students shall take any visitor including his/her parents to the room. Personal servants/ domestic helpers are not allowed inside the rooms, The parents should give an undertaking to cooperate with the authority and should be available on call.
24. No inmate of hostel is permitted to invite any outside person to address any meeting in the hostel without written permission of concerned authority. No function or celebration shall be organised in the hostel premises except with the permission of the Warden.
25. Students are prohibited from screening/ keeping obscene literature/ video films in their possession. Any violation in this regard will invite disciplinary action.
26. No student shall use the services of a hostel housekeeping person for personal work.
27. Garbage & wastage to be put at garbage box available in the hostel premises.
28. Playing music/record player etc. loudly to cause disturbance to his/her neighbour (s) is prohibited. Defaulters will be punished/fined. Repeat act will render cancellation of allotment of Hostel room.
29. The residents must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the hostels.

E. Penalties:

1. Damage to hostel property such as doors, windows, electrical fittings, toilet fittings, tabs etc. may lead to fine, disciplinary action, and even expulsion from the hostel. A general deduction from the hostel security deposit will be made at the end of the course, towards the breakage other than those charged against the individuals.
2. Room furniture and electric fittings are required to be maintained by the inmates in a good condition. At the time of allotment of room and leaving the hostel for vacation, every student must take-over and hand-over respectively the hostel property carefully. Any loss or damage will be borne by the concerned inmate(s).
3. Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offence/ violation of rules/ act of indiscipline.

F. Fees:

1. Students staying at hostel will have to take permission and no dues Certificate form the Hostel Superintendent/ Warden when he finally leaves the hostel. The caution money amount will be refunded only when no dues certificate has been submitted.

G. Copies of the following documents should be submitted along with the hostel application form.

1. COI (parents and nearest local guardian both)
2. Aadhar Card

3. Marksheet
4. Medical Certificate from a registered medical practitioner.
5. College ID Card
6. BPL Certificate.

H. Hostel Administration:

The following officers/ Staff constitute the hostel management committee (HMC)

1. Principal-Chairperson
2. Dean of Students' Affairs: Member Secretary
3. Hostel Superintendent of Boys Hostel
4. Hostel Superintendent of Girls Hostel
5. Dean of Student affairs
6. Administrative Officer/DDO
7. Two teachers nominated by principal (Two female & Two male)

HMC shall look overall administration of the hostels for smooth running of day-to-day work of hostel and mess.

I. Duties and responsibilities of Superintendent / Hostel Warden.

1. Allotment of rooms to the students as per the admission.
2. To supervise the sports and cultural activities of students in the hostel.
3. Regular visit to hostel for better interaction with the students.
4. Nominate the students for the Head boy/ Girl, Assistant Head boy/girl, Hostel representative for SRC, Mess Committee, Hostel maintenance committee, common room committee, cleanliness committee, games and sports committee, library committee and other such committees.
5. To supervise the working of hostel staff.
6. To solve the day-to-day problems of the students.
7. To deal with the acts of indiscipline of the students.
8. Reporting the cases serious indiscipline / ragging to the IIMC for further action at the institutional level.
9. To ensure the quality of food in the mess.
10. To check the various registers and ledgers maintained by the staff from time to time.
11. Communicate with the parents/guardians of the inmates.
12. To maintain overall ambience of the hostel premises.

13. To ensure proper maintenance of room and hostel premises.
14. To cater to the immediate minor requirements in the hostel through the use of permanent advance.
15. To check the account of the mess regularly and countersign the entries in various registers maintained by the mess supervisor.
16. To maintain the record of vouchers, stock ledger, mess joining and leaving register and cash book.
17. To collect fees and deposits in as per account head.
18. To prepare estimate of the monthly requirements of items for purchase.
19. Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fitting furnishings and requirements.

J. Hostel and Mess fee

At the time admission at fee section of college

1. Hostel admission fee- 2000
2. Caution deposit- 1000 (refundable) after completion of courses.
3. Games and sports fee- will be notified in due course of time
4. Health and emergency- 200/-
5. Room rent (2 bedded, 3 bedded)- 450/- per person
6. Mess fee- 2000/- depend upon on the inflation

K. Mess timing:

1. Morning Tea-7 am
2. Morning meal- 8:30 am to 9:30 am
3. Evening tea- 3:30 pm to 4 pm
4. Dinner- 7:30 pm to 8:30 pm
 - a. Egg once a week (Tuesday)
 - b. Chicken/ Paneer once a week (Sunday) timing shall be strictly followed.

FACILITIES

TRANSPORT

The college has its own two buses for the transportation of the students as well as the staff members from Namchi Bazar to the College and vice versa. Students may avail this opportunity by paying the bus fare per trip as prescribed by the college authority. The time schedule of the plying of the bus is notified from time to time.



IGNOU STUDY CENTRE

The College has a full-fledged study centre of the Indira Gandhi National Open University (IGNOU). It offers various Bachelor's and Master's Degree, Diploma and Certificate programmes through Distance mode to the needy students who could not pursue the study on a regular basis. The centre bears the code-2404.

Coordinator: Mr. Karma Namgyal Bhutia

AMBULANCE

The college has ambulance facilities to cater the need of the medical emergency as and when required by the students and staffs of the college. To avail the service, the information has to reach the office of the Principal verbally or in writing.



EXTRA-CURRICULAR ACTIVITIES

NATIONAL CADET CORPS

The College has a 1SK Girls NCC Battalion and 4SK NCC Battalion. This helps in promoting self-confidence, character building and well-disciplined career. Interested students may submit their

application for enrolment in the prescribed form available with the appointed NCC Officers of the college.

Care Taker Officers: Dr. Bikash Sharma (4SK NCC Battalion), nccngc2017@gmail.com Ms. Malavika Rai (1 SK Girls NCC Battalion)

NATIONAL SERVICE SCHEME (NSS)

The college unit of the NSS looks forward for a healthy physical and psychological atmosphere. It is funded by the State Government as well as by the Central Government. Mass awareness programmes in various fields, Cleanliness Drive, Blood Donation Camp and many other social concerns are the main features of the NSS. Interested students may join their hands in nation building through the services of the NSS and promote their zeal of constructive social works.

College Co-ordinator: Dr. Sabita Sapkota

RED RIBBON CLUB (RRC)

The college has a Red Ribbon Club (RCC), which organizes various awareness programmes about HIV/AIDS, Sexually Transmitted Diseases, Blood Donation Camps, and also participates in rallies and street shows for health awareness.

- 1. Ms Ananta Rai- Nodal officer**
- 2. Mr Sonam Wangchuk Lepcha -Nodal officer**
- 3. Mr. Sabat Rai -Member**
- 4. Mr. Santosh Subba-Member**
- 5. Ms. Aarati Chettri –Member**
- 6. Ms. Sweta Tiwari- Member**
- 7. Mrs. Sheetal Rai - Member**

GAMES AND SPORTS

Games and Sports are the inevitable parts of a student's life. Realising this, the college pays utmost heed to this sector in many ways. The Department of Physical Education of the college looks after the activities in this arena. Besides organizing the annual Sports Meet, the college also organizes various sporting activities from time to time. The sole aim of all these is to cultivate the trend of competition, physical proficiency and brotherhood amongst the students and to give them a chance to mingle with the universal platform. Eminent students of this field are also felicitated.

The college has facilities like Table-Tennis, Carom Board, and Chess etc. Besides, the college also conducts other outdoor games like Volley Ball, Badminton and Football.

To supervise all the sport events, sports committee has been setup.

- 1. Mr. Jonah Rai- Convenor**
- 2. Dr. Kriti Gurung - Co convener**
- 3. Mr. Tshering Wongdi Bhutia-Member**
- 4. Mr. Sabat Rai- Member**
- 5. Mr. Kungzang Topgay Bhutia -Member**
- 6. Mr. Tshering Wangchuk Bhutia - Member**

7. **Mr. Depend Subba -Member**
8. **Mr. Pincho Lepcha-Member**
9. **Mr. Devendra Chettri-Member**
10. **Mr. Bhim Prasad Limboo -Member**
11. **Mrs. Sheetal Rai-Member**
12. **Ms. Diki Choden Bhutia - Member.**

LITERARY AND CULTURAL ACTIVITIES

Literary and Cultural Activities are also promoted and encouraged by the college. Programmes like Debate, Quiz, Extempore Speech, Elocution, Essay Writing, Seminars are held from time to time in the college. Cultural Programmes like Dance, Songs and enactment of Plays are also organized to feature in various occasions. The college auditorium is best used in these programmes. The college also publishes its annual magazine which provides ample opportunities to the students for an exposure of their talents.

Literary Cell

1. Dr Laxmi Rai -Convenor
2. Mr. Dilli Ram Sharma-Member
3. Mr Bhim Psd. Limboo -Member
4. Ms. Dil Hangma Limboo-Member
5. Mr. Karma Namgyal Bhutia–Member
6. Ms. Nimkit Lepcha -Member.
7. dr. Yugal Kishore Khanal - Member

Internal Compliant Committee

1. Dr. Laxmi Rai- Presiding officer.
2. Dr. Chewang Doma Bhutia - Member.
3. Ms Kimla Dorjee Bhutia - Member.
4. Mr. Tshering Wanchuk Bhutia.
5. Mr. Robin Rai - Member.
6. Mr. Anmol Tamang –Student Member
7. Ms. Upashana Chettri – Student Member.

Alumni Committee

1. Dr Pankaj Kumar Das –Convener.
2. Mr Saran Kumar Chettri- Co-Convener.
3. Dr Yugal Kishore Khanal - Member
4. Mr Dilli Ram Sharma - Member
5. Mr Lokesh Chettri - Member

Culture Committee

1. Mr. Royal Rai - Convenor
2. Mrs. Dawa lamu Bhutia- Co-Convenor
3. Mrs. Sushma Rai -Member
4. Mr. Yon Tshering Lepcha -Member.
5. Mr. Pincho Lepcha -Member
6. Ms. Akila Bhutia- Member
7. Ms. Simron Bhutia -Member
8. Ms. Rabika Gurung-Member
9. Ms. Nimkit Lepcha- Member
10. Ms. Una Hangma Subba- Member
11. Ms. Changa Doma Bhutia- Member.
12. Ms. Nimkit Lepcha -Member.
13. Mr. Pranay Tamang -Member.
14. Ms. Dil Hangma Subba-Member.
15. Mrs. Sabina Chettri - Member.

Equal opportunity Cell

1. Ms. Uden Lhamu Bhutia - Convener.
2. Mr. Prativa Subba – Co-Convener
3. Dr. Gnudup Sangmo Bhutia - Member.
4. Mr. Tilak Bahadur Bardewa -Member
5. Ms. Anuradha Rai-Member.
6. Dr. Chandra Prasad Khatiwara - Member.
7. Mr. Manish Pradhan -Member
8. Mr. Dinesh Darnal- Member.
9. Mr. Kalden Tamang - Member
10. Mr Suraj Limboo - Member

Anti Ragging Committee

1. Dr. Tanka Prasad Dhungel - Associate Professor- Chairperson
2. Mr. Lakpa G. Sherpa - Adm Vice Chairperson
3. Ms. Rabika Gurung - Assistant professor – Member
4. Mr. Aashish Bhujel - SHO Namchi (Local Police officer)
5. Mrs. Neelam Sharma - Non teaching member

6. Mr. Ram Iqbal Ram - Representative from Parents
7. Mr. Panaol Lepcha - SRC member, B.A.I semester
8. Ms Rinchen Lhamu Bhutia - Student member, B. A. I semester

STUDENTS REPRESENTATIVE COUNCIL

The college has a fully functioning Students representative Council (SRC) formed and functioning in accordance with the guidelines of Lyngdoh Committee. The body is directly accountable to the Dean of Students 'Affairs and organizes co-curricular and welfare activities in the college under his/her direction. The jurisdiction of the council is limited within the college campus only. However, it is to be noted that the Council may be dissolved, at any given time, by the Chairperson, whenever there is a violation of the constitution by the council. The Principal is the Chairperson of SRC.

Elected/Nominated candidates SRC election, 2023

Post	Name of the Representative
President	Pragyandeep Gurung
Vice President	Upasna Chettri
General Secretary	Runar Manger
Treasurer	Alon Rai
Cultural Secretary	Sosongmit Lepcha
Sports Secretary	Panaol Lepcha
Literary Secretary	Deepash Chettri
CR, B.Com, V Semester	Ashika Dahal
CR, B.Com, III Semester	Eshniya Darjee
CR, B.A, III Semester	Priyanka Rai
CR, B.Sc, III Semester	Uden Bhutia
CR, B.Sc, I Semester	Dawa Gyalmu Sherpa

COMMITTEES AND CELLS

Principal is the chairperson for all the committees.

GENDER SENSITIZATION UNIT

Gender Sensitization Unit (GSU) at college level has been constituted from May 2011 under the Sikkim University Policy against Sexual Harassment and in accordance with the guidelines laid down by the Honorable Supreme Court of India, in its ruling on the Writ Petition (Criminal) Visakha and others versus the State of Rajasthan and others [JT 1997(7) SC 384] on the prevention and deterrence of sexual harassment of women at the work place. The prior objective of the GSU is to provide an environment for work and study free from sexual harassment, intimidation, discrimination or exploitation. The students who face any problem of this kind will always be looked after and safeguarded by the college Gender Sensitization Unit (GSU).

1. Kimla Dorjee Bhutia –coordinator
2. Kunzang Namgyal Bhutia- Member
3. Malavika Rai- Member
4. Sushmita Gurung- Member
5. Tshering Choden Bhutia- Member
6. Zangmoo Lepcha- Member
7. Kaldan Tamang

COLLEGE MANAGEMENT COMMITTEE (CMC)

Chairperson: Dr. Deepak Tewari, Principal

Deputy Chairman: Mr. Dewan Rai, Vice-principal Member

Secretary: Dr. Chewang Doma Bhutia, Dean of the Students' Affairs

Members:

1. Mr. Shiva Kumar Nepal
2. Mr. Lakpa Gyalpo Sherpa
3. Dr. Tanka Prasad Dhungel
4. Dr. Pankaj Das
5. Mrs. Diki Ongmu Lepcha
6. Dr. Laxmi Rai
7. Mrs. Rama Katel
8. Mrs. Dawa Doma Bhutia
9. Mr. Bhim Bahadur Thapa
10. Mr. Prem Kumar Darnal

PROJECT MONITORING UNIT (PMU)

PMU is responsible for monitoring of the project in the college level in order to implement the governance proposed under **RUSA**.

Chairperson: Dr. Deepak Tewari, Principal

Deputy Chairman: Mr. Dewan Rai, Vice-principal

Member Secretary: Dr. Chewang Doma Bhutia, Dean of the Students' Affairs (RUSA Coordinator) Members:

1. Mr. Shiva Kumar Nepal
2. Mrs. Diki Ongmu Lepcha
3. Dr. Tanka Prasad Dhungel
4. Mr. Lakpa Gyalpo Sherpa
5. Mrs. Laxmi Rai
6. Ms. Bindhya Rai
7. Mrs. Dawa Doma Bhutia
8. Ms. Rama Katel Tewari
9. Mr. Bhim Bahadur Thapa
10. Mr. Prem Darnal
11. Mr. Pragyandeep Gurung- Student Representative

STUDENT'S GRIEVANCES REDRESSAL COMMITTEE (SGRC)

Chairperson: Dr. Deepak Tewari, Principal Members:

1. Dr. Tanka Prasad Dhungel: Senior Faculty Member (Co-ordinator)
2. Mrs. Diki Ongmu Lepcha: Senior Faculty Member
3. Dr. : Member Laxmi Rai: Senior Faculty Member
4. Dr. Pankaj Kumar Das: Senior Faculty Member
5. Mr. Sailendra Chettri: Ward Councillor
6. Ms. Priyanka Rai, SRC

Central Disciplinary Committee

1. Dr. Deepak Tewari - Principal - Chairperson.
2. Dr. Diki Bhutia - Dean of the student's Affairs- Convener
3. Mr. Dewan Rai - Vice Principal- Member.
4. Mr. Lakpa Gyalpo Sherpa- Administrative officer- Member.
5. Mr. Dilliram Sharma –Warden boy's Hostel- Member.
6. Dr. Chewang D. Bhutia -Warden Girl's Hostel- Member.
7. Mr. Shiva Kumar Nepal- Coordinator, School of Language and literature –Member.
8. Dr. Tanka Prasad Dhungel- Coordinator, School of Social Sciences- Member.
9. Dr. Sanjaya Kumar Subba- Coordinator School of Commerce, - Member.
10. Mrs. Dawa Doma Bhutia- Coordinator ,School of Sciences - Member.
11. Ms. Malvika Rai- Assistant Professor - Member.

WEBSITE SUPERVISION COMMITTEE

1. Mr. Depend Subba- Coordinator
2. Dr. Bishnu Kumar Sharma - Member
3. Mr. Lokesh Chettri- Member.
4. Ms. Yanchen Bhutia- Member
5. Mr. Nabin Manger - Member

6. Mr. Passang Bhutia-Member
7. Mrs Pratima lakandri-Member

CANTEEN COMMITTEE

Convenor: Diki Choden Bhutia

1. Mr. Karma Namgyal Bhutia
2. Mr. Devendra Chettri
3. Mr. Phurba Lepcha
4. Ms. Rekha Bhandari
5. Ms. Shova Rai

ENTREPRENEURSHIP CELL

1. Mrs. Shanti Tamang-Coordinator
2. Dr. Bikash Sharma -Member
3. Dr. Sanjaya Kumar Subba -Member.
4. Mr Sunil Limboo- Member.
5. Mr Saran Kumar Chettri -Member
6. Mr Suraj Limboo -Member
7. Dr. Gnudup Sangmo Bhutia –Member
8. Mr. Rajesh Dhungel -Member

LEGAL LITERARY CELL

1. Dr Panu O. Pazo -Convenor
2. Dr. Kamal Poudyal-Member
3. Mr Royal Rai -Member
4. Dr. Yashoda Pradhan-Member
5. Ms Kimla Dorjee Bhutia - Member

NATURE CLUB/WASTE MANAGEMENT COMMITTEE

1. Ms. Ananta Rai- Convenor
2. Ms. Jacinta Sharma –Co-Convenor
3. Ms. Yanchen Bhutia -Member
4. Mr. Nopu O. Bhutia -Member
5. Mr. Yoash Targen –Member
6. Mr Chuzing Lepcha -Mamber
7. Mrs Yeden Bhutia - Member
8. Mr Pema chida Sherpa - Member
9. Mr Saran Kumar Chettri - Member
10. Ms. Pema Uden Sherpa - Member.

CAREER GUIDANCE CELL

1. Mr Shekhar Khatiwara- Convener.
2. Mrs Yeden Bhutia- Co- Convener.
3. Mr Dinesh Darnal- Member.
4. Mr. Binod Chettri-Member.
5. Mrs Lhadum Lepcha -Member

6. Ms. Zangmoo Lepcha-Member.
7. Ms. Sweeta Tiwari - Member
8. Mrs. Prativa Subba -Member
9. Mr. Pincho Lepcha -Member
10. Mrs. Tshering Doma Kaleon - Member

PRESS AND PUBLICITY COMMITTEE

1. Mr. Mahendra Prasad Gurung -Convenor
2. Dr. Sanjaya Kumar Subba- Co-Convenor
3. Dr. Durga Prasad Sharma -Member
4. Ms. Bindhya Rai- Member
5. Dr. Cherrila Wangchuk Bhutia - Member
6. Mrs. Pranita Gurung - Member
7. Dr. Dikila Bhutia - Member
8. Mr. Lokesh Chettri--Member

RESEARCH CELL

1. Dr. Kamal Poudyal - Convenor
2. Dr. Laxmi Rai - Co- Convener.
3. Dr. Pankaj Kumar Das-Member.
4. Dr. Shiva Kumar Nepal - Member
5. Dr. Diki Bhutia- Member
6. Dr. Yasodha Pradhan- Member
7. Dr. Sabita Sapkota - Member
8. Dr. Pano O .Pazo- Member.
9. Dr. Sanjaya Kumar Subba - Member.
11. Dr. Kriti Gurung - Member.

SOCIAL COMMITTEE

1. Mr. Saran Kumar Chettri - Convenor
2. Mrs. Tshering Choden Bhutia - Co convener.
3. Mrs. Chang Doma Sherpa- Member
4. Mrs. Neelam Sharma -Member
5. Mr. Robin Rai- Member
6. Mrs. Yeden Bhutia -Member
7. Mr. Pradeep Rai - Member

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Co-ordinator (Arts): Dr. Dilli Ram Dahal

Dr. Panu Ongri Pazo

Co-ordinator (Science): Dr. Bishnu Kumar Sharma

Co-ordinator (Commerce): Dr. Sanjaya Kumar Subba

Criterion 1: Convenor: Dr. Yugal Kishore Khanal

Members:

1. Dr. Binita Rai
2. Ms. Ananta Rai
3. Ms. Prativa Subba
4. Dr. Kriti Gurung
5. Mr. Dinesh Darnal

Criterion 2: Convenor: Mrs. Diki Ongmu Lepcha

Members:

1. Mr. Dewan Rai
2. Ms. Bindhya Rai
3. Ms. Yeden Bhutia
4. Mr. Tshering Wangchuk Bhutia

Criterion 3: Convenor:

Members:

1. Ms. Uden Lhamu Bhutia
2. Dr. Sabita Sapkota
3. Dr. Bikash Sharma
4. Ms. Jacinta Sharma
5. Mr. Kalden Tamang

Criterion 4: Convenor: Dr. Tanka Prasad Dhungel Members:

1. Mr. Depend Subba
2. Dr. Chewang Doma Bhutia
3. Ms. Shanti Tamang
4. Mr. Shekhar Khatiwara
5. Mr. Lokesh Chettri

Criterion 5: Convenor:

Members:

1. Ms. Dawa Doma Bhutia
2. Mr. Mahendra Prasad Gurung
3. Mr. Lakpa C. Sherpa
4. Mr. Santosh Subba
5. Mr. Sunil Limboo

Criterion 6: Convenor: Dr. Kamal Poudyal Members:

1. Dr. Bishnu Kumar Sharma
2. Ms. Sushma Rai
3. Mr. Tilak Bahadur Bardewa
4. Mr. Pincho Lepcha
5. Ms. Yangchen Bhutia

Criterion 7: Convenor: Dr. Panu O. Pazo Members:

1. Dr. Govind Prasad Luitel
2. Ms. Chang Doma Sherpa
3. Ms. Sheetal Rai

DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM:

1. Photocopies of:

- m) Class XII Marksheet (two copies)
- n) Class X Certificate
- o) Class XII Admit Card (Pvt. Candidate)
- p) SC/ST/OBC/MBC Certificate
- q) Sikkim Subject/ Domicile/ Residential Certificate/ Other relevant documents

2. Originals of:

- a) Transfer Certificate
- b) Character Certificate
- c) Migration Certificate
- d) Blood Group Certificate

3. Four Passport Sized Photographs (Photos in school uniform will not be accepted) Note:

1. Originals of all the testimonials must be produced at the time of admission for verifications.
2. The Migration and the Transfer Certificates must be submitted in original.
3. All photocopied must have to be attested by a Gazetted Officer.
4. Anti Ragging Affidavit from Student and Guardian can be filled and downloaded from the website antiragging.in or else can be filled in college Internet café at the nominal price.
5. Undertaking of students to abide Rules and Regulations of the college.

NOTE: THE PARENTS OR THE GUARDIANS OF THE CANDIDATES MUST BE PRESENT AT THE TIME OF ADMISSION.

RULES AND REGULATIONS OF THE COLLEGE

For smooth and effective function of the Colleges, students shall abide to the following code of conduct for the maintenance of stability, discipline, and decorum within the college premises. Strict action will be taken for any discrepancy observed.

- A) Students will follow and observe the College culture, tradition, rules, and regulations.
- B) Students will carry out all orders of the Principal and the members of the Staff. They shall be directly answerable to the Principal for their behaviour in general and their conduct in the premises in particular.
- C) Students shall behave politely with the Principal and the staff of the college. They will also behave cordially with the fellow students.
- D) Any act of disobedience, improper conduct, or indecent remarks, writing of posters will be viewed very seriously and measures may be resorted to, in order to deter such behaviour.
- E) Students shall ensure that they use classrooms, common rooms, furniture, laboratory, library books and all other college properties with utmost care.
- F) The cost of any damage done will be recoverable from students either individually or collectively as the case may be.
- G) Students are expected to acquaint themselves with the information displayed on the notice boards from time to time.
- H) Change in local or permanent address of a student be immediately intimated to the college office in writing.
- I) No money shall be collected for any meeting or gathering without the prior approval of the Principal.
- J) Students will not hold any meeting or gathering without the prior approval of the Principal.
- K) Smoking, gambling, use of substance abuse and drugs, ragging and eve-teasing are strictly prohibited and punishable under the governing norms.
- L) All students should have functional email ID (mandatorily)
- M) Students shall not be involved in any illegal activities outside the college premises.

Fines for Misconduct of Behavior: (NOTE: Apology letter should be submitted along with the fine prescribed)

- 1. Those students who do not adhere to the prescribed uniform code will be fined a sum of Rs. 300/-
- 2. Students found smoking, chewing tobacco, gutka, pan masala, will be fined a sum of Rs.500/- 3. A student found using unfair means during examination will be debarred from writing examination.
- 4. Students who engage in any kind of illegal activities outside campus in college uniform shall be immediately suspended from the college.
- 5. No apologies shall be accepted after the third time of misconduct of behaviour.
- 6. The College Disciplinary committee shall be responsible to take stern action against the students who is found going against the decorum and discipline of the college.

7. In special case parents of the offender will be summoned for taking disciplinary action by the members of the discipline committee.

To be submitted during admission



SIKKIM GOVERNMENT COLLEGE
NAMCHI-737126, NAMCHI DISTRICT,
SIKKIM, INDIA

Email ID: namchigovtcollege@gmail.com

Website: sgcnamchi.com NAAC

ACCREDITED 'B'

UNDERTAKING

I, do hereby promise to abide by the ruled and regulations of Sikkim Government College, Namchi. I assure that I shall attend the classes regularly. I also understand the norms, which govern the Promotion and eligibility for appearing in the University Examination.

.....

Signature of Parent/Guardian

.....

Signature of Applicant

Date: 2023

****The Parent/ Guardian of the applicant must have to be present at the time of admission.**

For Office Use Only

Mr./ Ms. is hereby admitted to the

B.A./B.Com./B.Sc. First Semester Honours Course for the academic session 2023- 24.

Convenor

Admission Committee

Sikkim Government College, Namchi

Principal

Sikkim Government College, Namchi

CORRESPONDENCE

1. Correspondence regarding students must clearly include Name, class, Roll Number and Mobile Number (in any) of the concerned.
2. Requests for Character Certificates and similar recommendations must be made in writing to the Principal with full details of the concerned student and submitted timely.
3. Students should contact the Vice Principal for examination (Internal Sessional & University) related queries and clarifications. Similarly, they should contact the Dean of Student Affairs for academic work, discipline, or any other student related matters. Depending on their need they may meet the Principal for any of the matters.

CONTACT US

Address: Kamrang, Namchi, South Sikkim, 737126

Website: sgcnamchi.com

Principal's Office Email: namchigovtcollege@gmail.com

Exam Cell: examngc@gmail.com

Dean's Office: deanofficengc@gmail.com

Admission Committee: sgcnadmissioncommittee@gmail.com

AFFIDAVIT BY THE STUDENT ON ANTI- RAGGING

I,(full name of student with admission/registration/enrolment number) S/O, D/O, Mr./Mrs. having been admitted to (NAME OF THE INSTITUTION), have received a copy of the UGC Regulations on Curbing The Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

I hereby solemnly aver and undertake that

I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this clause DAY ofMONTH ofYEAR.

SAMPLE

Signature of Deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified atPLACE on this DAY ofMONTH.....YEAR.

Signature of Deponent

AFFIDAVIT BY PARENT/GUARDIAN ON ANTI-RAGGING

I, Mr./Mrs. (full name of parent/guardian), father/
mother/guardian of(FULL NAME OF STUDENT),
with admission/ enrolment number having been admitted to
.....(NAME OF THE INSTITUTION), have received a
copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter
called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. I have
also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of the penal and
administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging,
actively or passively, or being part of a conspiracy to promote ragging. I hereby solemnly aver and undertake that

My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted
as ragging under clause 3 of the Regulations.

I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the
Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or
any law for the time being in force.

I hereby declare that my ward had not been expelled or debarred from admission in any institution in the country on
account of being found guilty of, abetting or being part of a conspiracy to promote, ragging, and further affirm that in
case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared thisDAY OF MONTH OFYEAR.

SAMPLE

Signature of Deponent
Name:
Address:
Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and
nothing has been concealed or misstated therein.

Verified atPLACE on this DAY ofMONTH.....YEAR.

Signature of Deponent



SIKKIM GOVERNMENT COLLEGE
NAMCHI-737126, NAMCHI DISTRICT SIKKIM,
INDIA

Email ID: namchigovtcollege@gmail.com

Website: sgcnamchi.com

NAAC ACCREDITED 'B'

TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms. Son/ Daughter of
..... bearing roll number is a
bonafide student of Sikkim Government College, Namchi studying in Semester
of course in the academic year

Certified by:
HoD that he/she has good conduct in the department

.....

Convener, Discipline Committee that he/she has no adverse disciplinary record.

.....

Fee Superintendent that he/she had no due(s) to be paid to the college.

.....

Librarian that he/she has no overdue(s) in the Library.

.....

Dean of Student affairs that he/she is registered student in the current academic year.

.....

Date:

Place:

INO
Sikkim Government College, Namchi

Principal
Sikkim Government College, Namchi