The open book and pen symbolizes exploration of knowledge through creativity and innovation. The lamp signifies the enlightening rays of wisdom that
dispels the darkness of ignorance to spread light and hope.

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Sikkim Government College (SGC), Burtuk was established in July 2012 to cater to the increasing number of students aspiring for higher education, better opportunities and greater exposure in the State’s capital, Gangtok.

The College made a humble beginning in the District Institute of Education and Training (D.I.E.T.) building at Lower Burtuk as the 2nd campus of Sikkim Government College (SGC), Tadong. But this was a purely temporary arrangement. After completion of the renovation work, the College permanently shifted to the Old India Press Complex at Balwakhani, Gangtok in July 2013. On 12th August 2014, this institution became affiliated to Sikkim University. Thus from this date, it ceased to be the 2nd campus of SGC, Tadong and became another independent Government College in Gangtok. Presently, the college has an extension college Arts College, Mangshila in North Sikkim which is running three departments English, Political Science and History.

Set amidst pristine hills, with a panoramic view of the entire town, this College is spread over an area of 3.5175 hectares of land. The College is on the verge of completing almost seven years of its fruitful existence and has ambitious plans of expansion and development on the horizon. The College started with an enrolment of 198 students in 2012-13. In the seven years of its existence, the student enrolment has gone up by leaps and bounds. The present student strength is 1557.

The College has an ideal atmosphere for teaching and learning with sufficient, large, well-lit classrooms, smart classes, WiFi facilities, a good library, and two canteen.

Sikkim Government College, Burtuk has well qualified and dedicated faculty who are following the latest innovative methods of teaching. The College follows the semester system of education. Honours courses are offered in Humanities and Commerce Stream. The medium of instruction is English.

SPECIAL FEATURES

In addition to the subjects taught, Sikkim Government College, Burtuk offers free non-credit classes in English Language for B.A and B.Com students as and when required. This is deemed necessary to improve their communicative and writing skills.

Another unique feature of this College is the teacher-mentor system for mentoring students on a one-on-one basis. Under this system, each student is allotted a
specific teacher who monitors his/her academic performance, discipline and overall attendance in class. The teacher not only provides the necessary support and guidance to the students but also regularly interacts with the parents to apprise them of the performance of their ward. The College also conducts regular remedial classes for the weak and underperforming students.

Besides this, academic audit is conducted on a regular basis by the Internal Quality Academic Cell (IQAC) of the college. An annual Students Satisfaction Survey is also conducted to assess the performance of the faculty members.

With the aim of imparting quality education, Sikkim Government College, Burtuk wholeheartedly welcomes students sincerely dedicated to pursuing higher education in their chosen field of study.

**FACULTY PROFILE**

<table>
<thead>
<tr>
<th>Principal</th>
<th>-</th>
<th>Dr. (Mrs) S. Datta (M.A., Ph.D.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Principal</td>
<td>-</td>
<td>Dr. Y. N. Nirola</td>
</tr>
<tr>
<td>Dean</td>
<td>-</td>
<td>Mr. Samuel Rai</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT OF ENGLISH</th>
<th>DEPARTMENT OF ECONOMICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Dolma Tempa Ethenpa (M.A., SLET)</td>
<td>Mr. Narendra Kharel (M.A., M. Phil)</td>
</tr>
<tr>
<td>Mrs. Swarnim Subba (M.A., SLET)</td>
<td>Mrs. Kaden L. Bhutia (M.A., NET)</td>
</tr>
<tr>
<td>Mr. Tulsi Ram Dhimal (M.A, B. Ed)</td>
<td>Ms. Rajani Pradhan (M.A.)</td>
</tr>
<tr>
<td>Ms. Norbu Doma Bhutia (M.A, M. Phil)</td>
<td>Mr. Shanker P. Nepal (M.A.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT OF EDUCATION</th>
<th>DEPARTMENT OF NEPALI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Bandana Sarda (MA, Ph.D., B.Ed., SLET, NET)</td>
<td>Mrs. Sabita Tamang (M.A., NET)</td>
</tr>
<tr>
<td>Mrs. Kinzang Bhutia (MA, M. Phil, NET)</td>
<td>Mr. Narayan Sharma (M.A.)</td>
</tr>
<tr>
<td>Ms. Lakhi D. Bhutia (M.A., B.Ed., NET)</td>
<td>Mrs. Dipa Sharma (M.A.)</td>
</tr>
<tr>
<td>Mrs. Dechen Ongmu Bhutia (M.A., M. Phil)</td>
<td></td>
</tr>
<tr>
<td>Mr. Bikash Chettri (M.A, NET)</td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT OF SOCIOLOGY</td>
<td>DEPARTMENT OF HISTORY</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Mr. Pema R. Bhutia (M.A, M. Phil, NET)</td>
<td>Mr. Sonamla Ethenpa (M.A. M.Phil., NET)</td>
</tr>
<tr>
<td>Ms. Srijana Khaling (M.A, M. Phil, NET)</td>
<td>Ms. Bindhya Chettri (M.A., M.Phil., SLET)</td>
</tr>
<tr>
<td>Dr. Binu Thomas (M.A., M.Phil., Ph. D)</td>
<td>Mr. Tenzing P. Lepcha (M.A., SLET)</td>
</tr>
<tr>
<td>Ms. Chung Chung D Bhutia (M.A, M. Phil, NET)</td>
<td>Mr. Sonam Zawa Bhutia (M.A., M. Phil., NET)</td>
</tr>
<tr>
<td>Ms. Sandhya Tamang (M.A. B.Ed., NET)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT OF POLITICAL SCIENCE</th>
<th>DEPARTMENT OF COMMERCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Y. N. Nirola (M.A.,M.Phil., Ph.D.)</td>
<td>Mr. Suresh Tamang (M.Com., NET)</td>
</tr>
<tr>
<td>Dr. Chunku Bhutia (M.A., M. Phil., Ph.D., NET,SLET)</td>
<td>Mrs. Rinu Thapa (M.Com.)</td>
</tr>
<tr>
<td>Ms. Tseten Uden Bhutia (MA, M.Phil., NET (Jrf) )</td>
<td>Ms. Tshering Lhamu Bhutia (M.Com., NET)</td>
</tr>
<tr>
<td>Mr. Samuel Rai (M.A., M.Phil.)</td>
<td>Mr. Allied Christopher Lepcha (M.Com, NET)</td>
</tr>
<tr>
<td>Ms. Chokey Namgyal Bhutia (M.A., M.Phil., NET)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT OF ENVIRONMENTAL SCIENCE/EASTERN HIMALAYAN STUDIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Passang Tamang (M.A, Ph. D., SLET)</td>
</tr>
</tbody>
</table>
## ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th></th>
<th>NAME OF STAFF</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Chewang Tshering Bhutia</td>
<td>U.D.C</td>
</tr>
<tr>
<td>2</td>
<td>Mrs. Lakpa Chhiki Tamang</td>
<td>Librarian</td>
</tr>
<tr>
<td>3</td>
<td>Mrs. Chewang Dolma Bhutia</td>
<td>Office Assistant</td>
</tr>
<tr>
<td>4</td>
<td>Mr. Sangay Bhutia</td>
<td>L.D.C</td>
</tr>
<tr>
<td>5</td>
<td>Mr. Arjun Sunar</td>
<td>Junior Accounts Clerk</td>
</tr>
<tr>
<td>6</td>
<td>Ms. Sapna Tamang</td>
<td>LDC</td>
</tr>
<tr>
<td>7</td>
<td>Ms. Sonam Lhamu Bhutia</td>
<td>Computer Operator</td>
</tr>
<tr>
<td>8</td>
<td>Ms. Mingma Lhamu Tamang</td>
<td>Office assistant</td>
</tr>
<tr>
<td>9</td>
<td>Mr. Sanjay Tamang</td>
<td>Office Attendant</td>
</tr>
<tr>
<td>10</td>
<td>Ms. Saraswati Subba</td>
<td>Office Assistant</td>
</tr>
<tr>
<td>11</td>
<td>Mr. Amit Rai</td>
<td>Multi Task Office Staff</td>
</tr>
<tr>
<td>12</td>
<td>Mr. Arjun Gurung</td>
<td>Multi Task Office Staff</td>
</tr>
<tr>
<td>13</td>
<td>Mr. Palden Bhutia</td>
<td>Jr. Office Attendant</td>
</tr>
<tr>
<td>14</td>
<td>Mr. Pema Chopel Bhutia</td>
<td>Jr. Office Attendant</td>
</tr>
<tr>
<td>15</td>
<td>Mrs. Ekit Lepcha</td>
<td>Peon</td>
</tr>
<tr>
<td>16</td>
<td>Mrs. Gyatri Rasaily</td>
<td>Peon</td>
</tr>
<tr>
<td>17</td>
<td>Mr. Ruben Rai</td>
<td>Jr. Driver</td>
</tr>
<tr>
<td>18</td>
<td>Ms. Parbatti Gurung</td>
<td>Jr. Safaikarmachari</td>
</tr>
<tr>
<td>19</td>
<td>Mr. Suresh Thapa</td>
<td>Jr. Safaikarmachari</td>
</tr>
<tr>
<td>20</td>
<td>Mr. Ranjeet Gurung</td>
<td>Jr. Safaikarmachari</td>
</tr>
<tr>
<td>21</td>
<td>Mr. Kushal Tamang</td>
<td>Jr. Safaikarmachari</td>
</tr>
<tr>
<td>22</td>
<td>Mr. Subash Subba</td>
<td>Jr. Chowkidar</td>
</tr>
</tbody>
</table>
ACADEMIC PERFORMANCE

As an independent college the first batch of students (2015-18) passed out in June 2018. A total of 209 students graduated in Humanities. Likewise, a total of 68 students graduated in Commerce. The pass percentage in both streams was 97.5% respectively. In BA (Hons.) Ms. Kajol Bhagat with a CGPA of 7.22 was the topper and in B.Com (Hons.) Ms. Junu Tamang with CGPA of 6.44 was the topper.

PROGRAMMES OFFERED
The College offers the following undergraduate programmes.
Bachelor of Arts (Honours) Bachelor of Commerce (Honours)

HONOURS PROGRAMME
The Honours Programme comprises of six semesters of regular study. A semester will be of 6 months duration. This is followed by a University examination at the end of each semester. After the successful completion of the 1st semester, students must take admission in the IIInd semester and subsequently to the IIIrd, IVth, Vth and VIth semesters.

ADMISSION ELIGIBILITY
Applicants must have successfully cleared class XII Final Examination of SSC/ISC/CBSE/WBCHSE or any examination equivalent to 10+2 of CBSE.

*The Honours course and subjects once opted for cannot be changed or dropped. Selection of candidate will be made on the basis of merit and seat capacity of the institution.

PROSPECTUS FEE
The College Prospectus fees --- Rs. 300/-. 

INTAKE CAPACITY
The total intake capacity of the College for the 2018-19 session is: 540

<table>
<thead>
<tr>
<th>Course</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. (Hons)</td>
<td>420</td>
</tr>
<tr>
<td>B.Com (Hons)</td>
<td>120</td>
</tr>
</tbody>
</table>
B.A. (HONOURS)

Students may apply for B.A. Honours Programme in any of the following subjects, maximum 2 (two) preferences will be given.

<table>
<thead>
<tr>
<th>1st Sem</th>
<th>2nd Sem</th>
<th>3rd Sem</th>
<th>4th Sem</th>
<th>5th Sem</th>
<th>6th Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional 1(H)</td>
<td>Optional 1(H)</td>
<td>Optional 1(H)</td>
<td>Comp. English</td>
<td>EHS</td>
<td>EVS</td>
</tr>
<tr>
<td>Paper-I</td>
<td>Paper-II</td>
<td>Paper-III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional 2</td>
<td>Optional 2</td>
<td>Optional 2</td>
<td>Optional 1(H)</td>
<td>Optional 1(H)</td>
<td>Optional 1(H)</td>
</tr>
<tr>
<td>Optional 3</td>
<td>Optional 3</td>
<td>Optional 3</td>
<td>Optional 1(H)</td>
<td>Optional 1(H)</td>
<td>Optional 1(H)</td>
</tr>
</tbody>
</table>

**ELECTIVE SUBJECTS**

Elective subjects will be granted at the time of admission. Grant of elective subjects will be on the basis of marks obtained in 10+2 examination and will be placed at the discretion of the Admission Committee.

**B.COM (HONOURS)**

Students may apply for B.Com (Hons.) programme:

<table>
<thead>
<tr>
<th>Semester-I</th>
<th>Semester-II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Credits</td>
</tr>
<tr>
<td>COM-UG-C101 Compulsory English Studies</td>
<td>4</td>
</tr>
<tr>
<td>COM-UG-C103 Managerial Economics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
</tr>
</tbody>
</table>

**COMPULSORY SUBJECTS**

*English, Environmental Studies, Eastern Himalayan Studies*

<table>
<thead>
<tr>
<th>Semester-III</th>
<th>Semester-IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Credits</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>COM-UG-C302</td>
<td>Corporate Accounting</td>
</tr>
<tr>
<td>COM-UG-C303</td>
<td>Business Management</td>
</tr>
<tr>
<td>COM-UG-C402</td>
<td>International Business</td>
</tr>
<tr>
<td>COM-UG-C403</td>
<td>Indian Financial System</td>
</tr>
</tbody>
</table>

Total Credits: 12

Semester-V

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM-UG-C501</td>
<td>Functional Areas of Business</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Direct Tax Law and</td>
<td></td>
</tr>
<tr>
<td>COM-UG-C502</td>
<td>Auditing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship</td>
<td></td>
</tr>
<tr>
<td>COM-UG-C503</td>
<td>Cost and Management</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>COM-UG-C601</td>
<td>Direct Tax Law and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practice</td>
<td></td>
</tr>
<tr>
<td>COM-UG-C602</td>
<td>Entrepreneurship</td>
<td></td>
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<tr>
<td></td>
<td>Development</td>
<td></td>
</tr>
<tr>
<td>COM-UG-C603</td>
<td>Financial Management</td>
<td></td>
</tr>
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</table>

Total Credits: 12

Grand Total of Credits: 72

Selection will be made on the basis of merit and admission will be granted as per the intake capacity.

THE SEMESTER SYSTEM

Under the new semester system, there will be a centralized examination system. The semester system makes the students more accountable and, therefore, more focused on the course work. Accountability will also help to control absenteeism considerably. Course work is also more intensive and performance oriented compelling the student to keep up with the lectures and assignments on a daily basis. This will lead to a deeper personal interaction between teachers and students resulting in a more comprehensive social and academic atmosphere.

ADVANTAGES OF SEMESTER SYSTEM

1. Rigorous, continuous and one-on-one system of evaluation.
2. Assignments are completed within the stipulated me frame.
3. At the end of the year examination module, students tend to take their courses lightly which is not true of the semester system.
4. Trains students to excel and builds up confidence.
5. Institutional attachment increases sharply.
6. Increased number of courses, leading to a broader based education.
SESSIONAL TESTS AND END-TERM EXAMINATION

a. A student who has applied for permission to sit for the examination, appeared in all the internal Sessional exams and attended at least 75% of the classes in a paper shall be eligible to sit for the examination of that particular paper. However, Principal, on satisfying himself/herself about the genuineness of the case, may condone shortage of attendance by 5% if duly recommended by the concerned HOD/IC.

b. Ordinarily a student shall not be detained in any Semester even if the student attends less than 75% of the class held in that particular semester and/or fails in the End Semester Examination subject to the condition that the student has to clear all papers within the stipulated number of semesters as is fixed by the University failing which the student would be declared ‘failed’ and has to restart from the first semester of the course in case still willing to pursue study.

c. Internal and external evaluation shall be in the proportion of 50:50 wherein the first two Sessional tests shall be of 25 marks each. The End Semester Examination shall have a total score of 50 marks.

<table>
<thead>
<tr>
<th>Sessional Test/ End-Term Examination</th>
<th>Total Credit</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sessional Test - I</td>
<td>1</td>
<td>1st week of March/August</td>
</tr>
<tr>
<td>Sessional Test - II</td>
<td>1</td>
<td>1st week of May/September</td>
</tr>
<tr>
<td>End Semester Examination</td>
<td>2</td>
<td>1st &amp; 2nd week of June/December</td>
</tr>
</tbody>
</table>

d. Students seeking to repeat a paper or more shall seek permission of the Controller of Examination (CoE) through the Principal of the College at least one month before the date of examination and, if permitted, shall pay the fees prescribed by the University from time to time at least one week before the date of examination.

e. The End-Semester theory examination will be of 2 hours duration. The examination routine for the End-Semester will be prepared by the office of the CoE. The CoE shall notify the End-Semester examination routine at least one week before the actual date of commencement of the examination.

<table>
<thead>
<tr>
<th>Evaluation Pattern</th>
<th>Weightage (in %)</th>
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<tbody>
<tr>
<td>First/Second Sessional Test</td>
<td>50</td>
</tr>
<tr>
<td>End-Semester Examination</td>
<td>50</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
<tr>
<td>Marks in Percentage</td>
<td>Grade</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------</td>
</tr>
<tr>
<td>≥95</td>
<td>0</td>
</tr>
<tr>
<td>≥85 but &lt; 95</td>
<td>A+</td>
</tr>
<tr>
<td>≥75 but &lt; 85</td>
<td>A</td>
</tr>
<tr>
<td>≥65 but &lt; 75</td>
<td>A-</td>
</tr>
<tr>
<td>≥55 but &lt; 65</td>
<td>B+</td>
</tr>
<tr>
<td>≥45 but &lt; 55</td>
<td>B</td>
</tr>
<tr>
<td>≥35 but &lt; 45</td>
<td>B-</td>
</tr>
<tr>
<td>≥25 but &lt; 35</td>
<td>C+</td>
</tr>
<tr>
<td>≥15 but &lt; 25</td>
<td>C</td>
</tr>
<tr>
<td>≤15</td>
<td>C-</td>
</tr>
</tbody>
</table>

**ATTENDANCE**

Students must attend a minimum of 75% of the class lectures. Students whose attendance falls below the mandatory 75% will not be allowed to appear for the End Semester Examination in the relevant paper where his/her attendance is below 75%.

**FEE STRUCTURE**

A. According to Notification no. 210/DIR(HE)/HRDD Dated: 22.08.14, the following directives have been given to all Government Colleges.
   Examination fees will be waived for all students.

B. According to Notification no. 58/DIR(HE)/HRDD Dated: 20.05.15 Students without Sikkim Subject Certificate/Certificate of Identification shall pay the college fees as under, namely:-

a) Students belonging to other states of India

i. Rs.1271/- for students of B.A./B.Com

ii. Subsequent semesters- Rs.321/- for students of B.A.

iii. Rs.421/- for students of B.Com

b) For foreign students- over and above the fee as stated above Rs. 500/- per month as tuition fee.
WITHDRAWAL

Students wishing to withdraw in mid-session must apply to the Principal in writing. They should surrender all the documents issued by the College. Subsequently, their names will be permanently removed from the College academic rolls. Students without COI/SS who withdraw in mid-session automatically forfeit their deposits and payments made to the College. **Students admitted to the 1st semester, who desire to withdraw their admission, should apply for withdrawal after 30 days from the date of their admission.** For Migration Certificate, students should apply in the prescribed form to the University through the Head of the Institution. The form maybe collected from the office of the Dean of Students' Affairs.
TRANSFER

Students wishing to apply for a Transfer Certificate must take prior permission from Sikkim University and submit a written application at least three days in advance to the Principal. Those without COI/SS must pay a transfer fee of Rs. 50/- to the College for the same.
RULES & REGULATIONS

1. Students must strictly observe and follow all the rules, regulations and traditions of the College.

2. All students must conduct themselves befitting their status as students of the College both within and outside the campus. They are answerable to the Principal for their behaviour in general and within the College campus in particular.

3. Insubordination or misconduct of any kind, indecent gestures or remarks, offensive graffiti or pestering misuse of electronic media like facebook, twitter etc. to malign the College and teachers will be viewed as a serious breach of discipline. Such cases will be dealt with severely and the defaulter will be expelled from the Institution without any notice.

4. Smoking, gambling, use or possession of alcohol/drugs by the students is prohibited at all times. Such cases, regardless of circumstances, will result in immediate expulsion without any further appeal for readmission.

5. Students are expected to acquaint themselves regularly with the information displayed on the College notice boards.

6. No fund collection for any purpose whatsoever shall be allowed in the College without the explicit permission of the Principal.

7. Students are not allowed to hold any meeting or rallies, invite, guests or arrange for any person to address any gathering in the campus without the prior permission of the Principal.

8. Students must carry their Identity Card with them at all times as they may be asked to produce the same at any time.

9. Any person, people or students other than the authorized official/staff, if found mishandling the College gate and property will be automatically subjected to law and the Police.

10. Students are required to be dressed improper uniform when in College.

11. Each student shall conduct herself/himself, both within and outside the campus of the College, in a manner befitting a student of a prestigious College. Each student shall show due respect and courtesy to the teachers, administrators, staff of the College, and to the visitors and residents of the College, and good behaviour to their peers.

12. Lack of courtesy and decorum; unbecoming conduct within and outside the College; wilful damage to College property, removal of any property belonging to the College, fellow students or other personnel and residents of the College; use of abusive language; disturbing fellow students in their studies; breach of rules and regulations of the College;
adoption of unfair practices in tests, quizzes, assignments, or examinations, noisy and unruly behaviour etc. shall constitute violation of the code of conduct.

13. Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted.

14. Use of cell phones is strictly prohibited during examination. Its use would entail confiscation of the handset. It would be returned only:
   - At the end of the course or,
   - After a settlement with the Principal and Discipline Committee along with the defaulter's Parents.

17. Students will not operate any machinery/equipment without the permission of the instructor.

18. No responsibility will be accepted by the College for any injury, loss or damage to the personal articles of students.

19. It is compulsory for the students to attend functions/activities organized by the College on various occasions, in proper College uniform, whether the function falls on a working day or on holiday unless notified otherwise. Absence from such function without valid reasons will invite disciplinary action.

20. Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the College. Any student found violating the rule or bringing disrepute to the College will be expelled from the College.

21. The students will compensate for any damage to College property/furniture caused by neglect or wilfully. Defacing the walls of College property will be viewed seriously.

22. Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans (wherever installed) when they leave the classroom, lab etc. Students must help keep the College neat and clean and also preserve and maintain the gardens.

23. Any student found smoking or under the influence of intoxication of alcohol/drugs in the College is liable to strict disciplinary action which may lead to expulsion from the College.

24. The students are advised to see regularly the notices displayed on the College/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.

25. The Convener, Discipline Committee, in consultation with the committee members and with the approval of Principal, reserves the right to modify any of the College rules as and when necessary.
26. The decision of the Principal shall be final.

27. Any student(s) found guilty of being involved in verbal or physical assault with members of the institution if guilty will be rusticated or expelled from the College.

28. Names of the defaulters will be reported by the Discipline Committee. Character Certificate will be issued by the Head of the Institution on receipt of clearance from the College Discipline Committee.

STUDENTS IDENTITY CARD
All the students of College will be issued students' slip cum Identity Card. This Card is to be carried by the student at all times and students shall produce it, as and when required by the College Administration, Management, Academia, College Discipline Committee. Students shall renew this card every time he/she is promoted to next semester, by producing the recent, valid & relevant admission fee slip.

UNIVERSITY REGISTRATION CARD
Sikkim University will issue University Registration card to all such students who apply for University registration through submission of prescribed filled in form and on completion of other necessary formalities.

The bonafide students of Sikkim University are provided with a one-time registration certificate for one programme of study which shall not have to be renewed after every semester. Students shall fill up a prescribed form and submit the same to the University for registration through the Principal.

COLLEGE UNIFORM
Students shall come to College in proper College uniform. It is mandatory in all official affairs of the College (academic and administrative). Students coming to the College without uniform will be subjected to strict disciplinary action.

Uniform
Coat- Navy blue with maroon and navy blue piping
Cardigan (Sweater) – Navy blue
Pant - Dark Grey Shoes - Black Shirt - White
Muffler: Dark Blue Socks – Dark Blue/Black
ANTI-RAGGING COMMITTEE AND ANTI-RAGGING SQUADS

In accordance with the direction of the Supreme Court of India and UGC Regulations vide Letter No. F.1-16/2009(CPP-II) dated 21st October, 2009 and Paragraph 7.1.1 of Sikkim University Anti-Ragging Rules, 2009, the College has constituted Anti-Ragging Committee and Anti-Ragging Squads with the basic objectives to co-ordinate, monitor and regulate anti-ragging activities in College, Library and Canteens of the College.

Principal is the *ex officio* Chairman of the Anti-Ragging Committee and the Dean of Students' Affairs is the *ex officio* Chairman of the Anti-Ragging Squad. The aggrieved students can lodge a complaint in the office of Principal/Dean of Students' Affairs/Head of the Department of the concerned subject.

AWARDS AND SCHOLARSHIPS

Prizes and Certificates are awarded to deserving students of general proficiency, excellence in academics, excellence in co-curricular activities and in games and sports.

TRANSPORT

The College has a College bus which plies between SGC, Tadong to SGC, Burtuk on all working days. Students are required to purchase monthly bus pass from the office to avail of this service.

SPORTS AND GAMES

Sports, games and cultural activities are a regular part of the College curriculum. This is done to enhance the all-round development of students.

CORRESPONDENCE

1. Correspondence regarding students must include Name, Class, Roll No. and Mobile No. (if any) of the student concerned.
2. Request for character certificates and similar recommendation must be made in writing to the Principal with full College bio-data of the concerned student and submitted in advance.

3. Students should contact the Convenor, Examination Committee for University related queries and clarifications. Similarly, they should contact Dean of Students Affairs for other related matters.

GENDER SENSITIZATION UNIT

SGC, Burtuk is committed to provide a safe and healthy environment for work and study free of sexual harassment, intimidation, discrimination or exploitation. Adhering to Sikkim University Policy against Sexual Harassment, which is in accordance with the guidelines laid down by the Hon'ble Supreme Court of India in its ruling on the Writ Petition (Criminal) Vishaka and Others Vs. State of Rajasthan and others, on the prevention and deterrence of Sexual Harassment of Women at the workplace, SGC, Burtuk has constituted a Gender Sensitization Unit (GSU). Through frequent sensitization programmes, the GSU works for facilitating gender sensitive and congenial work environment in the campus. GSU shall be approachable to any employee or student. A complaint related to the nature may be lodged to GSU, which shall designate a Complaint Screening Committee and forward the case to the Committee for necessary action. The GSU shall take suo moto notice of grave violations of the basic principles of gender sensitivity and justice and strive for women empowerment in the campus.

INTERNET ETHICS

It has been observed that social networking websites are popular for expressing views, to post and share photos and videos over websites. The students of the College are expected to follow internet ethics. Respect the rights, prestige and reputation of the College and the teachers as well as the local culture of Sikkim. Violation of internet ethics will invite disciplinary action as may be deemed fit by the College depending on the severity of the violation.
NATIONAL SERVICE SCHEME

The College unit of the NSS is sponsored by the Ministry of Human Resource Development, Government of India. Students interested in character building and discipline with a probable career in the Armed Forces as well as those interested in constructive social activities are encouraged to join this unit.

STUDENTS REPRESENTATIVE COUNCIL

The Students Representative Council is directly accountable to the Dean of Student's 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. The Council may be dissolved at any given me, by the Head of the institution, if he/she so desires.

*Smoking and consumption of tobacco or any intoxicating or narcotic substance is strictly prohibited in the campus. Disciplinary action will be taken against the defaulter and may even lead to rustication from the College.*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>ACADEMIC ACTIVITY</th>
<th>SPRING SEMESTER</th>
<th>MONSOON SEMESTER</th>
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<tbody>
<tr>
<td>1.</td>
<td>Commencement of Semester</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; February</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; July</td>
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<td>2.</td>
<td>Mid Term/First Sessional Test</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; March</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; August</td>
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<td>3.</td>
<td>Term paper/Second Sessional Test</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; September</td>
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<td>5.</td>
<td>End of Classes</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; June</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; November</td>
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<tr>
<td>6.</td>
<td>Filling of Examination Form</td>
<td>26&lt;sup&gt;th&lt;/sup&gt; May</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; November</td>
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<td>7.</td>
<td>End -Semester Examination Begins</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; June</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; November</td>
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<td>8.</td>
<td>Central Evaluation Begins</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; June</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; November</td>
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<td>9.</td>
<td>Semester Break/Winter Vacation</td>
<td>21&lt;sup&gt;st&lt;/sup&gt; June</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; December</td>
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<tr>
<td>10.</td>
<td>Publication of Results</td>
<td>05&lt;sup&gt;th&lt;/sup&gt; July</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; December</td>
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STATUTE RELATING TO MAINTENANCE OF DISCIPLINE AMONGST THE STUDENTS/VISITORS OF THE COLLEGE

1. Powers relating to discipline and disciplinary action are vested in the Discipline Committee appointed by the Principal. Further, every staff member has authority to prevent disorderly behaviour in the premises of the College.

2. Without prejudice to the generality of power to enforce discipline under the ordinances, the following shall amount to acts of gross indiscipline:
   a) Coming to College without proper College uniform.
   b) Coming to College with indecent hair style, the type and length of which has been specified by the Discipline Committee.
   c) Ragging in any form in the premises of the College.
   d) Physical assault or threat to use physical force against any member of the College and/or member of public within premises of the College.
   e) Carrying or threats to use any weapon with an intention to cause injury to any students/staff/visitor of the College.
   f) Any violation of the provisions of the Civil Rights Protection Act, 1976. Violation of the status, dignity and honour of any student.
   g) Any practice, whether verbal or otherwise, derogatory to women.
   h) Any attempt of bribery or corruption in any manner. I) Wilful destruction of College property.
   j) Creating ill will or intolerance on religious or communal grounds.

3. Unauthorized entry within the College premises is strictly prohibited. If any person is found within the College premises without proper permission and he/she fails to satisfy the Discipline Committee about the intent of his/her visit, then it will be considered as a violation of the conduct of the College and their case may be reported to the nearest police station/outpost. This is also applicable for vehicles other than those permitted by the College authorities.

4. Without prejudice to the generality of its powers relating to the maintenance of discipline and taking such action in the interest as may deem appropriate, the Discipline Committee may, in the exercise of its powers aforesaid, order or direct:
   a) That any student(s) be expelled, or for a stated period, rusticated, or not allowed to attend a course or courses of study in a Department of the College for a stated period. Be fined, be debarred from giving a departmental examination or University Examination.
   b) That the result of the student(s) concerned, in the examination(s) in which he/she appeared be withheld or cancelled.
   c) That the student(s) be suspended from the College till completion of pending enquiry.

5. The College Authorities shall have authority to exercise all such disciplinary powers over students as they may find necessary for proper conduct of the College.

6. Without prejudice to the powers of the Discipline Committee, detailed rules of discipline and proper conduct in class rooms/laboratories/College campus may be supplemented where necessary by Heads of the Departments. Each student is expected to study and follow these rules.
7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Discipline Committee and other authorities of the College who may be vested with the authority to exercise discipline under the rules and regulations that have been framed by the College.

**COMMITTEE OF SIKKIM GOVT.COLLEGE, BURTUK 2019-2020**

1. **College Management Committee**
   i. Dr. S. Datta- Principal -**Convenor**
   ii. Dr.Y.N.Nirola-Vice-Principal -**Co-Convenor**
   iii. Mr. Samuel Rai - **Dean**
   iv. Mrs. Dolma T. Bhutia - (HOD, English)
   v. Dr. Chunku Bhutia -(HOD, Pol. Science)
   vi. Mr. Narendra Kharel -(HOD, Economics)
   vii. Mrs. Sabita Tamang -(HOD, Nepali)
   viii. Ms. Bindhya Chettri -(HOD, History)
   ix. Mrs. Kinzing Bhutia -(HOD, Education)
   x. Ms.Sandhya Tamang -(HOD, Sociology)
   xi. Mr. Suresh Tamang -(HOD, B.Com)
   xii. Dr. Passang Tamang -(HOD, EVS/EHS)

2. **Exam Committee**
   i. Dr. Bandana Sarda -**Convenor**
   ii. Mr. Samuel Rai
   iii. Mr. Tenzing P. Lepcha
   iv. Mr. Suresh Tamang
   v. Ms. Bindhya Chettri
   vi. Ms. Sonam L. Bhutia (Computer Operator)
   vii. Mrs. Ekit Lepcha (Peon)
   viii. Mr. Sanjay Tamang (Office Attendant)
3. **Library Committee**
   i. Mr. Narendra Kharel - Convenor
   ii. Mrs. Sabita Tamang
   iii. Dr. Binu Thomas
   iv. Dr. Chunku Bhutia
   v. Dr. Passang Tamang
   vi. Ms. Tshering Lhamu Bhutia
   vii. Ms. Norbu D. Bhutia
   viii. Mr. Bikash Chettri
   ix. Mr. Narayan Sharma

4. **IQAC Committee**
   i. Principal - Chairperson
   ii. Dr. Y.N. Nirola - Vice Principal
   iii. Dr. Chunku Bhutia - Convenor
   iv. Ms. Dolma T. Ethenpa
   v. Ms. Tseten U. Bhutia
   vi. Ms. Sandhya Tamang
   vii. Mr. Tenzing P. Lepcha
   viii. Mr. Sangay Bhutia (LDC)

5. **Admission Committee**
   i. Mr. Shanker Psd. Nepal - Convenor
   ii. Dr. Y.N. Nirola
   iii. Dr. Chunku Bhutia
   iv. Mr. Allied C. Lepcha
   v. Mr. Sangay Bhutia (LDC)
   vi. Mr. Pema C. Bhutia (Peon)
   vii. Mr. Amit Rai (Multi Task Office Staff)
6. **College Upgradation And Development Committee**
   i. Dr. S. Datta -Principal
   ii. Dr.Y.N.Nirola -Vice Principal
   iii. Mr. Samuel Rai -Dean
   iv. Mrs. Sabita Tamang
   v. Dr. Chunku Bhutia
   vi. Mr. Tenzing P. Lepcha
   vii. Mr. Suresh Tamang
   viii. Mrs. Dolma T. Ethenpa

7. **DISCIPLINE COMMITTEE**
   i. Dr.Y.N.Nirola - Vice Principal -(Convenor)
   ii. Mr. Samuel Rai - Dean
   iii. Mrs. Dolma T. Bhutia -(HOD, English)
   iv. Dr. Chunku Bhutia -(HOD, Pol. Science)
   v. Mr. Narendra Kharel -(HOD, Economics)
   vi. Mrs. Sabita Tamang -(HOD, Nepali)
   vii. Ms. Bindhya Chettri -(HOD, History)
   viii. Mrs. Kinzang Bhutia -(HOD, Education)
   ix. Ms. Sandhya Tamang -(HOD, Sociology)
   x. Mr. Suresh Tamang -(HOD,B.Com)
   xi. Dr. Passang Tamang -(HOD,EVS/EHS)

8. **Canteen Committee**
   i. Mr.Tulsi Ram Dhimal -Convenor
   ii. Ms.Rajani Pradhan
   iii. Ms.Lakhi D. Bhutia
   iv. Mr.Sonam Zawa Bhutia
   v. Ms.Srijana Khaling
vi. Ms.Chung Chung D. Bhutia  

vii. Mr. Shanker Prsd. Nepal

9. **ANTI RAGGING COMMITTEE**

i. Dr. S. Datta - **Principal**  

ii. Dr. Y. N. Nirola - **Vice Principal**  

iii. Mr. Samuel Rai - **Dean**  

iv. Dr. Bandana Sarda  

v. Ms. Dechen O. Bhutia

10. **GENDER SENSITIZATION UNIT**

i. Ms. Sandhya Tamang (Convenor)  

ii. Mrs. Sabita Tamang  

iii. Mrs. Dolma T. Ethenpa  

iv. Dr. Chunku Bhutia  

v. Mrs. Swarnim Subba  

vi. Mrs. Kinzang D. Bhutia  

vii. Ms. Tseten U. Bhutia  

viii. Mr. Narayan Sharma

11. **SPORTS COMMITTEE**

i. Mr. Samuel Rai - Dean - **Convenor**  

ii. Mr. Pema R. Bhutia (Co-Convenor)  

iii. Mr. Sonam Zawa Bhutia  

iv. Mr. Bikash Chettri  

v. Mr. Tulsi Ram Dimmal  

vi. Ms. Lakhi D. Bhutia  

vii. Ms. Sandhya Tamang  

viii. Dr. Passang Tamang  

ix. Mr. Shanker P. Nepal
x. Mr. Tenzing P. Lepcha
xi. Mr. Pema C. Bhutia (Peon)

12. CULTURE & LITERARY COMMITTEE

i. Mrs. Sabita Tamang -(Convenor)
ii. Ms. Bindhya Chettri -(Co-Convenor)
iii. Dr. Binu Thomas
iv. Mrs. Dolma T. Ethenpa
v. Mrs. Swarnim Subba
vi. Ms. Norbu D. Bhutia
vii. Mr. Tulsi R. Dhimmel
viii. Dr. Narayan Sharma
ix. Mrs. Dipa Sharma
x. Ms. Lhaki D. Bhutia
xi. Ms. Chokey N. Bhutia
xii. Mrs. Rinu Thapa
xiii. Mrs. Dechen O. Bhutia
xiv. Ms. Tshering L. Bhutia
xv. Mrs. Kinzang Bhutia
xvi. Ms. Rajani Pradhan
xvii. Mr. Arjun Gurung (Multi Task Office Staff)
xviii. Mr. Sanjay Tamang (Office Attendant)

13. WEBSITE MANAGEMENT COMMITTEE AND SOCIAL MEDIA

i. Mr. Tenzing P. Lepcha -(Convenor)
ii. Mrs. Dipa Sharma -(Co-Convenor)
iii. Mr. Narayan Sharma
iv. Mr. Allied C. Lepcha
v. Mr. Tulsi R. Dhimmel
vi. Mrs. Nandita Bansal (IT)

vii. Mr. G.Edward Young (IT)

viii. Mr. Abishek Sharma (IT)

ix. Ms. Pema Y. Bhutia (IT)

x. Ms. Sapna Tamang (LDC)

xi. Ms. Sonam L. Bhutia (Computer Operator)

14. **ECO-CLUB**

i. Dr. Passang Tamang - (Convenor)

ii. Ms. Bindhya Chetri

iii. Mr. Samuel Rai (Dean)

iv. Mr. Kushal Tamang (Safai Karmachari)

v. Mr. Ranjeet Gurung (Safai Karmachari)

vi. 

15. **RED RIBBION CLUB**

i. Mr. Narayan Sharma - (Convenor)

ii. Dr. Y. N Nirola

16. **NATIONAL CADET CORPS (NCC)**

i. Ms. Tseten U. Bhutia - 3rd Battalion

ii. Dr. Chunku Bhutia - 1st Battalion

iii. Mr. Amit Rai (Multi Task Office Staff)

iv. Mr. Arjun Gurung (Multi Task Office Staff)

17. **INFIRMARY COMMITTEE**

i. Dr. Y. N Nirola - (Convenor)

ii. Dr. Bandana Sarda

iii. Mrs. Sabita Tamang

iv. Mr. Suresh Tamang

v. Mrs. Dolma T. Ethenpa

vi. Mr. Shanker Prsd. Nepal

vii. Ms. Tshering L. Bhutia
viii. Mr. Palden Bhutia (Peon)
ix. Mrs. Ekit Lepcha (Peon)
x. Ms. Sapna Tamang (LDC)
xi. Mrs. Saraswati Subba (Office Assistant)
UNDERTAKING

I ................................................. S/o ........................................
............................................. R/o ........................................
........................................................................................ have gone through the
statute relating to maintenance of discipline amongst the
student/visitor of the College.

That I have fully understood the statute.

That I submit myself to the disciplinary jurisdiction of the
Discipline Committee and authorities of the College who
may be vested with the authority to exercise discipline
under the rules and regulations that have been framed by the
College.

That I will not be involved in any verbal or physical assault of
any member of the College.

That I am fully aware, if found guilty of taking part in such
activities/involved in any form of intoxication, I will be rusticated
or expelled from the college.

Signature of Parent/Guardian ...........................................
Signature of Student ...........................................

Date ...........................................
Signature of Convener, Discipline Committee

To be submitted along with the admission form
UNDERTAKING

I,

..............................................................................................................................

S/o, D/o..........................................................................................................................

have gone through the norms, guidelines, rules and regulation mentioned in the prospectus and have fully understood them. I have understood that collection and submission of application form for admission does not guarantee admission. Admission will be strictly on merit and as per the admission norms, tradition and guidelines of the College. I hereby sign the undertaking that, I shall have no claim over my application if my application in rejected/not considered by the Admission Committee. I shall abide by the College admission rules and that decision of the Admission Committee will be final and binding with regard to my admission.

That I shall abide by the Sikkim University rules and regulations prescribed from time to time. I fully understand that all affairs of admission will be provisional and is subject to correction, cancellation or rectification & the decision of the College Admission Committee & College Administration will be final and binding in all affairs, pertaining to my admission and my study in Sikkim Government College, Burtuk.

Signature of Parent/Guardian                               Signature of Student