

SIKKIM  
GOVERNMENT COLLEGE BURTUK

PROSPECTUS



*The College Crest*

*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**

## **BURTUK**

### **PROFILE**

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 12<sup>th</sup> 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

<b>Principal</b>	-	Dr. (Mrs) S. Datta (M.A., Ph.D.)
<b>Vice Principal</b>	-	Dr. Y. N. Nirola
<b>Dean</b>	-	Mr. Samuel Rai

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

DEPARTMENT OF EDUCATION	DEPARTMENT OF NEPALI
Dr. Bandana Sarda (MA, Ph.D., B.Ed., SLET, NET)	Mrs. Sabita Tamang (M.A., NET)
Mrs. Kinzang Bhutia (MA, M. Phil, NET)	Mr. Narayan Sharma (M.A.)
Ms. Lakhi D. Bhutia (M.A., B.Ed., NET)	Mrs. Dipa Sharma (M.A.)
Mrs. Dechen Ongmu Bhutia (M.A., M. Phil)	
Mr. Bikash Chettri (M.A, NET)	

<b>DEPARTMENT OF SOCIOLOGY</b>	<b>DEPARTMENT OF HISTORY</b>
Mr. Pema R. Bhutia (M.A, M. Phil, NET)	Mr. Sonamla Ethenpa (M.A. M.Phil., NET)
Ms. Srijana Khaling (M.A, M. Phil, NET)	Ms. Bindhya Chettri (M.A., M.Phil., SLET)
Dr. Binu Thomas (M.A., M.Phil., Ph. D)	Mr. Tenzing P. Lepcha (M.A., SLET)
Ms. Chung Chung D Bhutia (M.A, M. Phil., NET)	Mr. Sonam Zawa Bhutia (M.A.,M. Phil., NET)
Ms. Sandhya Tamang (M.A. B.Ed., NET)	

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

### **DEPARTMENT OF ENVIRONMENTAL SCIENCE/EASTERN HIMALAYAN STUDIES**

Dr. Passang Tamang (M.A, Ph. D., SLET)

### **ADMINISTRATIVE STAFF**

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

23.	Mr. Rabin Tamang	Homeguard
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## 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 Ist semester, students must take admission in the IInd 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**

B.A. (Hons)	-	420
B.Com (Hons)	-	120

## B.A. (HONOURS)

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

SUBJECTS OFFERED IN B.A.(HONOURS)					
<i>English, Nepali, Political Science, Sociology, Economics, History, Education</i>					
1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	3 <sup>rd</sup> Sem	4 <sup>th</sup> Sem	5 <sup>th</sup> Sem	6 <sup>th</sup> Sem
Optional 1(H) Paper-I	Optional 1(H) Paper-II	Optional 1(H) Paper-III	Comp. English	EHS	EVS
Optional 2 Paper-I	Optional 2 Paper-II	Optional 2 Paper-III	Optional 1(H) Paper-IV	Optional 1(H) Paper-VI	Optional 1(H) Paper-VIII
Optional 3 Paper-I	Optional 3 Paper-II	Optional 3 Paper-III	Optional 1(H) Paper-V	Optional 1(H) Paper-VII	Optional 1(H) Paper-IX

## 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:

### COMPULSORY SUBJECTS

*English, Environmental Studies, Eastern Himalayan Studies*

Semester-I			Semester-II		
Course Code	Course Name	Credits	Credits	Course Code	Course Name
COM-UG-C101	Compulsory English Studies	4	4	COM-UG-C201	Environmental Studies
COM-UG-C102	Financial Accounting-I	4	4	COM-UG-C202	Financial Accounting-I
COM-UG-C103	Managerial Economics	4	4	COM-UG-C203	Business Law
Total Credits			12		
Semester-III			Semester-IV		
Course Code	Course Name	Credits	Credits	Course Code	Course Name
COM-UG-C301	Eastern Himalayan Studies	4	4	COM-UG-C401	Business Mathematics ; Statistics



COM-UG-C302	Corporate Accounting	4	COM-UG-C402	International Business
COM-UG-C303	Business Management	4	COM-UG-C403	Indian Financial System
Total Credits		12		
<b>Semester-V</b>			<b>Semester-VI</b>	
<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Code</b>	<b>Course Name</b>
<b>Credits</b>				
COM-UG-C501	Functional Areas of Business Direct Tax Law and		4	COM-UG-C601
COM-UG-C502	Auditing	4	COM-UG-C602	Practice Development
COM-UG-C503	Cost and Management Accounting	4	COM-UG-C603	Financial Management
Total Credits		12		
<b>Grand Total of Credits</b>		<b>72</b>	<b>Marks 100 x 18 =1800 Marks</b>	

**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.

<b>Sessional Test/ End-Term Examination</b>	<b>Total Credit</b>	<b>Time</b>
Sessional Test - I	1	1st week of March/August
Sessional Test - II	1	1st week of May/September
End Semester Examination	2	1st & 2nd week of June/December

- 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.

<b>Evaluation Pattern</b>	<b>Weightage (in %)</b>
First/Second Sessional Test	50
End-Semester Examination	50
<b>Total</b>	<b>100</b>

<b>Marks in Percentage</b>	<b>Grade</b>	<b>Grade Point</b>
≥95	0	10
≥85 but < 95	A+	9
≥75 but < 85	A	8
≥65 but < 75	A-	7
≥55 but < 65	B+	6
≥45 but < 55	B	5
≥35 but < 45	B-	4
≥25 but < 35	C+	3
≥15 but < 25	C	2
≤15	C-	1

## **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.



GOVERNMENT OF SIKKIM  
HUMAN RESOURCE DEVELOPMENT DEPARTMENT  
TASHILING SECRETARIAT::: GANGTOK

O.O. No: 25 /Dir.(HE)/HRDD

Date: 27.05.2016

**NOTIFICATION**

In partial modification of Notification no: 58/DIR(HE)/HRDD dated: 20/5/2015 it is hereby informed that students (SSC/COI/RC holders) pursuing Under Graduate courses in all the Government Colleges in Sikkim, have to remit the following charges to affiliating University i.e. Sikkim University for the Academic year 2015-16:-

1. Registration Charges	- Rs.200/-
2. Mark sheet Charges	- Rs.200/-
3. Degree Certificate Charges	- Rs.300/-
4. Total	- Rs.700/-

Henceforth, the above mentioned charges are to be remitted after completion of admission process to Sikkim University every year. All non SSC/COI/RC/Foreign national would remit the charges as per the Notification No: 58/DIR(HE)/HRDD dated: 20/05/2016.

Hence, students are required to remit the charges through Demand Draft in favour of Sikkim University and submit the same to the Principal of concerned College to enable them to forward the same to Sikkim University.

By Order and in the name of the Governor.

Sd/-  
Principal Secretary,  
HUMAN RESOURCE DEVELOPMENT DEPARTMENT

## **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 1<sup>st</sup> 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 time, 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.***

Sl. No.	ACADEMIC ACTIVITY	SPRING SEMESTER	MONSOON SEMESTER
1.	Commencement of Semester	1 <sup>st</sup> February	10 <sup>th</sup> July
2.	Mid Term/First Sessional Test	20 <sup>th</sup> March	20 <sup>th</sup> August
3.	Term paper/Second Sessional Test	20 <sup>th</sup> April	20 <sup>th</sup> September
5.	End of Classes	8 <sup>th</sup> June	10 <sup>th</sup> November
6.	Filling of Examination Form	26 <sup>th</sup> May	14 <sup>th</sup> November
7.	End -Semester Examination Begins	18 <sup>th</sup> June	15 <sup>th</sup> November
8.	Central Evaluation Begins	10 <sup>th</sup> June	20 <sup>th</sup> November
9.	Semester Break/Winter Vacation	21 <sup>st</sup> June	1 <sup>st</sup> December
10.	Publication of Results	05 <sup>th</sup> July	30 <sup>th</sup> December

## **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 form 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. Kinzang 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 P. 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.Dhimmal
- viii. Mr.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.Dhimmal

- 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 Chettri
- 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 -3<sup>rd</sup> Battalion
- ii. Dr.Chunku Bhutia -1<sup>st</sup> 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 is 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

