

**SIKKIM GOVERNMENT COLLEGE, GYALSHING**



**AARIGAON, YANGTHANG**

**WEST SIKKIM. 737111.**

**Affiliated to Sikkim University**

(A central University established by an Act of Parliament of India, 2007)

# **PROSPECTUS**

# **2019**

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### THE COLLEGE EMBLEM

GYANA VIGYANA VIMUKTYE : *Gyana Vigyana Vimuktye* is the motto of the college. It is a Sanskrit axiom extracted from Upanishad. ‘Gyana’ means knowledge, ‘Vigyana’ is higher and purer form of knowledge and ‘Vimuktye’ is emancipation. So these three lofty words means that knowledge (Gyana) leads to awareness; higher and purer form of knowledge (Vigyana) leads to emancipation (Vimuktye) from ignorance. The sole aim of knowledge is freedom from all the causes of ignorance of pain and suffering not only of an individual, community and society but for all living creatures.

Gyana Vigyana Vimuktye the Emblem encompasses a blooming lotus and a radiant sun above it with the flaming sword on the top, placed at the background of a blue sky above and ocean below.

- The Lotus is a symbol of purity, where only wisdom is held.
- The sun signifies glory and brilliance and the sunshine is a symbol of the power of knowledge.
- The sword represents a celestial weapon that cuts confusion and illusion to invoke wisdom.
- Ocean is the symbol of institution and the blue colour of the sky symbolises a mystical borderland of wisdom, self-mastery and spiritual realization.

## PROFILE

Sikkim Government College, Yangthang, Gyalshing was established on 28th of June 2011, as an institute designed to cater to the growing needs of higher education for the students of West Districts of Sikkim and other parts of the country in general. It is running in the Private building at Kyongsa in Gyalshing until the college is established at Yangthang, Tikjeck 5km away from the District Headquarter Gyalshing. It is a co-educational institute and is affiliated to Sikkim University. The college follows the Semester system and the medium of teaching is English. The college offers General and Honours courses in English, Economics, History, Political Science, Geography, Sociology, Physical Education, Education, Tourism, Nepali, Bhutia, Limboo, Lepcha. A total of 37 Lecturers constitute the strength of the teaching faculty.

*Principal*

Mrs. Kesang Wangmo Bhutia

*Dean of Student Affairs*

Mr. B.M. Subba

*Vice – Principal*

Mr. Kishor Kr. Rai

## ADMISSION COMMITTEE 2019

- |                              |   |                          |
|------------------------------|---|--------------------------|
| 1. Mrs. Kesang Wangmo Bhutia | - | Chairperson              |
| 2. Mr. B.M. Subba            | - | Convener                 |
| 3. Mr. Sanam Rinchen Lepcha  | - | Member (Asst. Professor) |
| 4. Dr. Bitu Subba            | - | Member (Asst. Professor) |
| 5. Ms. Archana Tamang        | - | Member (Asst. Professor) |
| 6. Ms. Susan Rai             | - | Member (Asst. Professor) |

## OFFICE STAFF

- |                         |                 |
|-------------------------|-----------------|
| 1. Mr. Purna Pd. Sharma | - Assistant     |
| 2. Bhim Raj Gurung      | - Office Helper |

**Note:** Candidates seeking admission are advised to read the prospectus thoroughly before filling up their forms.

All admitted candidates will be strictly bound by the Rules and Regulations of the College.

SUBMISSION OF FILLED UP FORMS DOES NOT GUARANTEE ADMISSION TO THE COLLEGE. ADMISSION WILL BE STRICTLY ON MERIT.

*Decision of the Admission Committee will be final & binding.*

LAST DATE FOR SUBMISSION OF FORMS:

FOR DETAILS CONTACT – 97341 52468 /03595 250050

### **TEACHING FACULTY**

#### ***Department of Economics***

1. Dr. Gyaltzen Tshering Bhutia
2. Ms. Archana Tamang
3. Mr. Rajiv Jairu

#### ***Department of English***

1. Ms. Diki Lhamu Lepcha
2. Ms. Tashi Choden Bhutia
3. Mr. Bikash Sharma
4. Ms. Namgyal Doma Bhutia

#### ***Department of Education***

1. Mr. Kishore Kr. Rai
2. Ms. Arpana Silwal
3. Mrs. Salma Lamichaney
4. Ms. Kunzang Peden Bhutia

#### ***Department of Political Science***

1. Mr. Surendra Rai
2. Dr. Bitu Subba
3. Ms. Susan Rai
4. Mrs. Lucky T. Lama Sherpa

#### ***Department of Physical Education***

1. Ms. Manju Tamang
2. Mr. Enosh Tamang
3. Mr. Binod Chettri

#### ***Department of Sociology***

1. Ms. Yashmin Bhandari
2. Mrs. Sedem Bhutia

3. Dr. Savita Chettri

#### ***Department of History***

1. Mrs. Renuka Khatiwada
2. Ms. Mayalmit Lepcha
3. Ms. Aruna Chettri

#### ***Department of Geography***

1. Mr. Karma Loday Tamang
2. Ms. Karma Choden Bhutia
3. Ms. Renuka Sharma

#### ***Department of Nepali***

1. Mr. Durga Pd. Sharma
2. Mr. Bibek Chettri
3. Mr. Tilak Bdr. Bardewa

#### ***Department of Tourism***

1. Ms. Dawa Doma Sherpa
2. Mr. Amit Rai
3. Mr. Sangam Rai

#### ***Department of Lepcha***

1. Mr. Sonam Rinchen Lepcha

2. Mr. Dadup Tshering Lepcha

***Department of Bhutia***

1. Mr. Thupten Palzang Bhutia
2. Mr. Yeshey Namgyal Bhutia

***Department of Limboo***

1. Mr. B.M. Subba
2. Mr. B.B. Subba

***Computer Instructors***

1. Ariban Pal
2. Surajit Das

## ADMINISTRATION & OFFICE STAFF

1. Mrs. Kesang Wangmo Bhutia	-	Principal
2. Mr. K.C. Gyatso	-	Additional Director cum Administrator
3. Mr. Ashap Sharma	-	A.O. HRDD West cum DDO
4. Mrs. Basanti Bhujel	-	Librarian
5. Mr. Padam Bdr. Rai	-	Accounts Clerk
6. Uday Sharma	-	Accounts Clerk
7. Ms. Sonam Ongmu Bhutia	-	Office Assistant
8. Mrs. Aila Rai	-	Office Assistant
9. Mrs. Sukanta Gurung	-	Office Assistant
10. Mr. Mohan Rai	-	Office Assistant
11. Mr. Duk Prasad Sharma	-	Office Assistant
12. Mr. Sonam Dorjee Bhutia	-	Office Assistant
13. Mr. Yadu Ram Sharma	-	Office Assistant
14. Ms. Kunta Sharma	-	Lab Assistant
15. Ms. Dawden Bhutia	-	Lab Assistant
16. Mr. Navin Limboo	-	Lab Assistant
17. Mr. Purna Prasad Sharma	-	Lab Assistant
18. Mr. Biren Gurung	-	Bus Driver
19. Mr. Aita Raj Subba	-	Bus Driver
20. Mr. Sancha Man Subba	-	Principal's Driver
21. Mrs. Harka Maya Subba	-	Office Attendant
22. Mr. Lok Nath Sharma	-	Office Attendant
23. Ms. Bishnu Maya Gurung	-	Office Attendant
24. Mr. Ravi Kanta Sharma	-	Office Attendant
25. Mrs. Ambika Sharma	-	Office Attendant
26. Mr. Bhim Raj Gurung	-	Office Attendant
27. Mr. Narayan Prasad Sharma	-	Office Attendant
28. Mrs. Sangita Rai	-	Office Attendant
29. Mr. Milan Subba	-	Night Guard
30. Mrs. Puspa Devi Sharma	-	Safai Karmachari
31. Mrs. Santa Kala Sharma	-	Safai Karmachari
32. Mr. Kincho Tshering Bhutia	-	Safai Karmachari
33. Mrs. Champa Sharma	-	Safai Karmachari
34. Ms. Sani Hangma Limboo	-	Mali/Gardener
35. Ms. Mary Limboo	-	Mali/Gardener
36. Ms. Anita Sharma	-	Mali/Gardener
37. Mr. Bal Krishna Sharma	-	Electrician

## **COURSES OFFERED**

The College offers B.A. & B.T.S.Honours Courses in the following subjects:

English, Economics, History, Political Science, Geography, Sociology, Physical Education, Education, Tourism, Nepali, Bhutia, Limboo and Lepcha.

## **ADMISSION ELIGIBILITY**

Applicants must have successfully cleared class XII final Examination of SSC/ISC/CBSE or an examination equivalent to (10+2) pattern from recognized Board. Admission will be strictly on merit basis and mere submission of the forms does not ensure admission. For admission, a student must have a minimum of 50% marks in aggregate.

## **THE SEMESTER SYSTEM AND ITS IMPORTANCE**

Semester system provides an opportunity to students for continuous learning and assessment which lead to better understanding of the subject. It helps to improve the learning processes so that students get maximum benefit in terms of acquisition of relevant knowledge, skills and attitudes. It trains the students to excel and build up confidence. It also increases institutional attachment. There will be a continuous engagement between students and teachers which will result in more focused class interaction. This will inculcate regular study habits among students. Conducting examination twice a year will mean that student's progress is more regularly evaluated. This would enable a more in-depth study and understanding of their concerned subjects.

**ACADEMIC PERIOD/SCHEDULE**  
(Ref: University Academic Calendar 2017)



Under Sikkim University, the college will have summer and winter breaks for the student and faculty members which will be as follows:

<i>Semester</i>	<i>Period</i>	<i>No. of teaching Days</i>	<i>Exams</i>	<i>Results</i>
Odd	15 <sup>th</sup> July -30 <sup>th</sup> November	139 (approx.)	1 <sup>st</sup> December to 16 <sup>th</sup> December	30 <sup>th</sup> December
Even	1 <sup>st</sup> Feb- 15 <sup>th</sup> June	135(approx.)	16 <sup>th</sup> June - 30 <sup>th</sup> June	10 <sup>th</sup> July

*Note:*In case, if the re-opening day of any semester falls on Sunday or any other State Govt. or National Holidays the college shall re-open on the immediate next working day.

### EVALUATION PATTERN

In the semester system, a student will be continuously evaluated through Sessional Test, Term-Paper/Field Study and End-Semester Examination. The students would be evaluated internally throughout. The following table highlights a detailed evaluation mechanism for a particular paper.

<b>Pattern of evaluation</b>	<b>Weightage (%)</b>
Sessional Test I	25
Sessional Test II	25
End–Semester Examination	50
<b>Total</b>	<b>100</b>

*Note:*It is compulsory for a student to attend first and second sessional test and at least 75% of the class lectures in each paper under all the opted subjects failing which you will not be allowed to sit for the End Term Examination in the respective paper.

### GRADING SYSTEM

Sikkim University has introduced and implemented the grading system of evaluation at examination of all the students. Following this, students are given grades in lieu of percentage and division which will enhance the transparent nature of the examination.

The evaluation pattern for the grading system is as follows:-

Marks in Percentage	Grade	Grade Point
>95	O	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
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### **PROMOTION CRITERIA**

The minimum passing criteria shall be 30% of the total score in each paper/subject but 35% in aggregate. The minimum pass mark in a practical paper is 40% in internal as well as end term examination.

### **REGULATIONS ON CONDUCT OF EXAMINATION AS PER THE UNIVERSITY**

- a) A student seeking permission to sit for the End-Term Examination must have sat for first and second sessional test, paid the examination fees and attended at least 75% of the classes in a paper. However, the Dean of a School or Principal of College, on satisfying himself about the genuineness of the case, may condone shortage of attendance by 5% if duly recommended by the concerned HOD/IC of the department. A student who is still short of attendance will repeat the entire examination in the next relevant semester.
- b) There shall be a continuous evaluation of the progress of students throughout a semester in a manner approved by the Academic Council and an End-Term Examination at the end of each semester.
- c) A student may be allowed to repeat one or all papers in relevant semesters under the following circumstances:
  - i. If he fails in one or more papers,
  - ii. If he is disqualified to appear in the end-term examination for two or less than two papers due to shortage of attendance and
  - iii. If he seeks to improve his performance, provided that repeat examination of a particular paper is allowed only once and the result of such examination is not considered for any medal/prize/ranking etc.
- d) Students seeking to repeat a paper or more shall seek permission of the COE through the HOD/IC of the department or principal of a 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 hrs. duration. For practical papers, however, standard norms in respective disciplines may be followed.

- f) The examination routine for the End Semester will be prepared by the office of the COE.
- g) The Controller of Examination shall notify the End-Semester Examination routine at least one week before the actual date of the examination.

## THE SCHEME OF SUBJECT COMBINATION

### 1. Compulsory Subject:

#### Course

B.A./B.T.S.	Compulsory English	Fourth Semester
B.A.	Environmental science	Fifth Semester
B.T.S.	Eastern Himalayas	Fifth Semester
B.A.	Eastern Himalayas	Sixth Semester
B.T.S.	Environmental Science	Sixth Semester

### 2. Optional Subjects:

Students may pick any three subjects, taking only one from each Group.

Sl. No.	Group A	Group B	Group C	Group D
1	Eng/Nep/Bhu/Lep/Lim	Geog	Edu	Pol.Sc
2	Eng/Nep/Bhu/Lep/Lim	Geog	Edu	Soc
3	Eng/Nep/Bhu/Lep/Lim	Geog	Eco	Pol.Sc
4	Eng/Nep/Bhu/Lep/Lim	Geog	Eco	Soc
5	Eng/Nep/Bhu/Lep/Lim	His	Edu	Pol.Sc
6	Eng/Nep/Bhu/Lep/Lim	His	Edu	Soc
7	Eng/Nep/Bhu/Lep/Lim	His	Eco	Pol.Sc
8	Eng/Nep/Bhu/Lep/Lim	His	Eco	Soc
9	Eng/Nep/Bhu/Lep/Lim	Ph.E	Edu	Pol.Sc
10	Eng/Nep/Bhu/Lep/Lim	Ph.E	Edu	Soc
11	Eng/Nep/Bhu/Lep/Lim	Ph.E	Eco	Pol.Sc
12	Eng/Nep/Bhu/Lep/Lim	Ph.E	Eco	Soc
13	Eng/Nep/Bhu/Lep/Lim	Tourism	Edu	Pol.Sc
14	Eng/Nep/Bhu/Lep/Lim	Tourism	Eco	Pol.Sc
15	Eng/Nep/Bhu/Lep/Lim	Tourism	Edu	Soc
16	Eng/Nep/Bhu/Lep/Lim	Tourism	Eco	Soc

B.A.& B.T.S. Course in Honours will comprise of six semesters of regular study. A semester will be of 6 months duration followed by a University Examination at the end of each semester. After successful completion of the first semester, students are promoted to the second semester and subsequently to the third, fourth, fifth and sixth semester and they need to take admission accordingly. A student undergoing B.A. Course will have to study two optional subjects along with his/her Honours subject and three compulsory subjects in the course of Six Semesters (Three Years) for a total of 1800 Marks.

<b>1<sup>st</sup> Semester (Monsoon)</b>	<b>2<sup>nd</sup> Semester (Spring)</b>	<b>3<sup>rd</sup> Semester (Monsoon)</b>
Optional I, paper-I Optional II, paper-I Optional III, paper-I	Optional I, paper-II Optional II, paper-II Optional III, paper-II	Optional I, paper-III Optional II, paper-III Optional III, paper-III

<b>4<sup>th</sup> Semester (Spring)</b>	<b>5<sup>th</sup> Semester (Monsoon)</b>	<b>6<sup>th</sup> Semester (Spring)</b>
Compulsory English Honours(IV) Honours(V)	EVS Honours(VI) Honours(VII)	EHS Honours(VIII) Honours(IX)

A Student undergoing B.T.S. Course will have to study two optional subjects along with Tourism Subject and three compulsory subjects in the course of six semesters ( Three Years ) for a total of 1800 marks

<b>1<sup>st</sup> Semester (Monsoon)</b>	<b>2<sup>nd</sup> Semester (Spring)</b>	<b>3<sup>rd</sup> Semester (Monsoon)</b>
Optional I, paper-I Optional II, paper-I Tourism, paper-I	Optional I, paper-II Optional II, paper-II Tourism, paper-II	Optional I, paper-III Optional II, paper-III Tourism, paper-III

<b>4<sup>th</sup> Semester (Spring)</b>	<b>5<sup>th</sup> Semester (Monsoon)</b>	<b>6<sup>th</sup> Semester (Spring)</b>
Compulsory English Tourism, Paper (IV) Tourism, Paper (V)	Eastern Himalayas Tourism, Paper (VI) Tourism, Paper (VII)	Environmental Science Tourism, Paper (VIII) Tourism, Paper (IX)

#### **TOTAL NUMBER OF PAPERS TO BE STUDIED AND THEIR CREDIT**

<b>Subject</b>	<b>Total Number of Papers</b>	<b>Total Marks</b>	<b>Total Number of Credits</b>
Compulsory English	1	100	6
Environmental Studies (EVS)	1	100	6

Eastern Himalayas (EHS)	1	100	6
Optional I	3	300	18
Optional II	3	300	18
Honours Paper(I to IX)	9	900	54
<b>Total</b>	<b>18</b>	<b>1800</b>	<b>108</b>

When a student complete the programme after three years of regular attendance in the college earning specific number of credits and the required minimum grade she/he will be declared to have the B.A(Honours)/B.T.S.(Honours) degree as the case may be.

### ACADEMIC VACATION FOR STUDENTS AND TEACHERS

Vacation	Duration	No. of Days
Summer Break	1 <sup>st</sup> July to 14 <sup>th</sup> July	14 days
Winter Break	17 <sup>th</sup> December to 31 <sup>st</sup> January	46 days

### EXAMINATION SCHEDULE

Sl. No.	Academic Activity	Even Semester	Odd Semester
1	Commencement first Semester	01 Feb	15 July
2	First Sessional Test	1 <sup>st</sup> week of March	3 <sup>rd</sup> week of August
3	Second Sessional Test	1 <sup>st</sup> week of April	3 <sup>rd</sup> week of September
4	End of Classes	15 <sup>th</sup> June	30 <sup>th</sup> November
5	Filling of Examination Form	1 <sup>st</sup> June	15 <sup>th</sup> November
6	End Semester Examination Begins	16 <sup>th</sup> June to 30 <sup>th</sup> June	1 <sup>st</sup> December to 16 <sup>th</sup> December
7	Central Evaluation Begins	26 <sup>th</sup> June	10 <sup>th</sup> December
8	Semester Break/Winter Vacation	1 <sup>st</sup> July to 14 <sup>th</sup> July	17 <sup>th</sup> December to 31 <sup>st</sup> January
9	Publication of Result	10 <sup>th</sup> July	30 <sup>th</sup> December

### FEE STRUCTURE

Vide notification no: 58/DIR (HE)/HRDD Dated:20/05/2015, the State Government has waived all fees including examination fees from the academic session 2014-15 for the students having Sikkim Subject or Certificate of Identification and Ration Card. But a student holding Ration Card should belong to BPL category. The students who do not possess Sikkim Subject or Certificate of Identification and ration Card (BPL Category) shall pay the college fees as under:

- i. At the time of admission (1<sup>st</sup> Semester) Rs. 1271/- for students of B.A. &B.T.S.  
Rs. 1371/- for students of B.A (Geo. Hons.).
- ii. Subsequent Semester Rs. 321/-
- iii. Foreign Nationals Rs. 500/- per month as tuition fee and other fees as mentioned above (i) and (ii).

### UNIVERSITY EXAMINATION FEES

Examination fees are to be paid in each semester before filling up the forms to appear in the End Term Examination. Students having Sikkim Subject or Certificate of Identification are exempted from payment. However, students who do not have the above mentioned documents are required to pay as follows:

Payable to College				Payable to the University through the College.	Total
Sl. No.	Course	Centre Fee	Practical Fee		
1	B.A. (Hons.)	Rs.400/-	Nil	Rs.150/-	550
2	B.A. (Geo. Hons.)	Rs.400/-	Rs.250/-	Rs.150/-	800
3	B.A. (Tourism Hons.)	Rs.400/-	Rs.100/-	Rs.150/-	650
4	B.A. ( Phy. Edn. Hons.)	Rs.400/-	Rs.100/-	Rs.150/-	650

### UNIVERSITY REGISTRATION

The fee includes Tuition Fees, Admission Fees, Library Fees, Laboratory Caution Deposits and University Registration Fees.

1. The Fee covers one semester.
2. Students must renew their Admission, Identity card and Library card after paying the fees within 7 days of their promotion to the next semester. Students should apply for the renewal of University Registration in every semester by filling up of Semester Programme Card designed by the University failing which their admission to the relevant semester will not be confirmed.

## **WITHDRAWAL AND TRANSFER**

Student's wishing to discontinue and withdraw in the mid-session must apply to the Principal in writing. Subsequently, their names will be permanently removed from the college register. Students applying for Transfer Certificate must submit an application to the Principal at least three days before along with a transfer fee of Rs. 50/-. Students admitted to the First Semester, who desire to withdraw their admission, should apply for withdrawal within 20 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 may be collected from the office of the Examination cell of the college.

## **RULES AND REGULATION**

1. Every student must strictly observe and follow all the rules, regulation and traditions of the College.
2. All students must conduct themselves befitting their status as student of the college both within and outside the campus. Students should carry out all the orders of the Principal and the member of staff. They shall be answerable to the Principal for their behaviour in general and their conduct in the premises in particular.
3. Insubordination or misconduct of any kind, indecent gestures or remarks, offensive graffiti or pestering 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 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 board.
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 meetings or rallies, invite guests or arrange for any person to address any gathering in the camps, without 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 authorised official/staff, if found mishandling the college gate and property will be automatically subjected to law and the Police.
10. 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 rules and bringing disrepute to the institute will be expelled from the college.
11. It is compulsory for the students to attend functions/activities organized by the college on various occasion, in proper college uniform, whether the function falls on a working day

or on holidays unless notified otherwise. Absence from such functions without valid reasons will invite disciplinary action.

12. Use of cell phones is strictly prohibited in all academic areas of the campus. Use of cell phones would entail confiscation of the handset. It would be returned only:
  - a) at the end of the course or,
  - b) after the settlement with Principal, Discipline Committee along with defaulter's Parents.
13. Without prejudice to the generality of power to enforce discipline under the ordinances, the following shall mount to acts of gross indiscipline:
  - Coming to college without proper college uniform.
  - Coming to college with indecent hair style or long hairs (for boys).
  - Ragging in any form in the premises of the college.
  - Physical assault or threat to use physical force against any member of the teaching, non-teaching staff and students of the college.
  - Carrying or threats to use any weapon with an intention to cause injury to any student/staff/visitor of the college.
  - Any violation of the provisions of the Civil Rights Protection Act, 1976, violation of the status, dignity and honour of any student.
  - Any practice, whether verbal or otherwise, derogatory to women.
  - Any attempt of bribery or corruption in any manner.
  - Wilful destruction of the college property.
  - Creating ill will or intolerance on religious or communal grounds.

Any of the above listed offence attracts mandatory punching of the Identity Card by the Discipline Committee. If the number of punches reaches 3(three) then he/she shall be suspended from attending the classes for three weeks.

14. At the time of admission, every student's are required to sign a declaration that 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 rules and regulations that have been framed by the College.

### **LIBRARY AND OTHER ASSOCIATIVES OF THE COLLEGE**

1. Maintain silence in the library room and Switch off the Mobile Phone.
2. Without the Library Membership card students are not allowed to enter in the Library.
3. Tearing and Tempering on Library Books is strictly prohibited.
4. Books cannot be issued without library card.
5. Two books can be issued to the students for the period of one week and three books for Staff for 30 days.
6. If books are not returned on due date, Rs. 10/- will be charged for each book per day, for both students and staff.
7. If Library book is lost one has to pay either two times the actual price of the book or may bring the same book for the Library.
8. If Library card is lost, new card can be issued at the cost of Rs. 50.
9. After the end of every semester students have to renew their Library card.



## STUDENTS SLIP CUM IDENTITY CARD

All the College students will be issued Students' Slip cum Identity Card. This Card is to be carried by the student everyday and shall produce it, as and when required by the College Administration, Management, Academician and the College Discipline Committee. Students shall renew this card every time he/she is promoted to the next semester by producing relevant admission fee slip to the college library.

## UNIVERSITY REGISTRATION CARD

Sikkim University will issue University Registration card to all students who apply for University Registration through submission of prescribed filled inform and on completion of other necessary formalities. Students shall renew this Registration Card every time he/she is promoted to the next Semester, by filling up the relevant Semester Programme Card.

- *Students are advised to maintain attendance diary.*

## COLLEGE UNIFORM

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

Uniform Colour:	Coat	=	Turkish blue
	Cardigan	=	Light grey with dirty green strip
	Pants	=	Turkish blue
	Shoes	=	Black
	Shirt	=	Off white
	Shocks	=	Black

*Note: It is mandatory that the Girl student's are required to wear pants. Tunic is not allowed.*

## EXTRA CURRICULAR ACTIVITIES

### ***NATIONAL SERVICES SCHEME (NSS)***

The college unit of the NSS is sponsored by the Ministry of Human Resource Development, Government of India. Students interested in constructive social activities are encouraged to join this unit.

### ***NATIONAL CADET CORPS (NCC)***

The College has both the NCC Male wing and Female wing. Interested student's can give their names at the time of admission. Both the wings are governed and aided by the 4<sup>th</sup> Sikkim NCC Battalion whose office is located at Kamrang, Namchi, South Sikkim.

### ***RED RIBBON CLUB***

The College has introduced 'Red Ribbon Club (RRC)' as a part of extra-curricular activity. This will enhance social attachment in students which is also an important part of education. This type of activity will give opportunity to the students to serve all humanity. Programmes will be organised on timely basis.

### ***ECO-TOURISM CLUB***

The College has introduced the "Eco-Tourism Club". It will help to promote, monitor and operate the environmental activities of the college through the involvement of the whole college for the projection of clean environment. The entire College Community need to fully understand the true importance and value of the club and the programmes they undertake.

The College Eco-Tourism Club should be seen as the driving force behind all environmental and sustainable activities at the College by organizing, publicizing, promoting, monitoring all environmental/sustainability events, activities and programmes. The students should be the driving force behind the Eco-Club.

### ***INTELLECTUAL PROPERTY RIGHTS***

Intellectual Property Rights Cell was established on 4<sup>th</sup> April, 2012 and has been working since then. The Cell has been working under the supervision of the Patient Information Centre (PIC), Sikkim State Council of Science and Technology, Government of Sikkim. The main aim of the Cell is to create awareness among the people regarding IPR, provide information on Patent Rights and help in the process of registration if desired. It is one of the basic rights like all other property rights which is unknown to many and which has been violated.

### ***CAREER COUNSELLING CELL:***

The College has its Career Counselling Cell with the main aim of providing awareness to the students on various job opportunities available within the state and the nation. Resource Persons from various areas are invited and workshops are organized from time to time.

### ***GAMES AND SPORTS***

Games and sports are the inevitable parts of a student's life. Realizing this, the college pays utmost need 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 Sport Meet, the college also organizes various sporting activities from time to time. The sole aim of all these are to cultivate the trend of competition, physical proficiency and brotherhood amongst the student and to give them a chance to mingle with the universal platform. Eminent students of this field are also felicitated. The college conduct outdoor game like Football, Volley Ball and Badminton.

### ***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, and seminars are held from time to time in the college. Cultural programmes like dance, songs and skits are also organized to feature in various occasions. The college hall is best used in these programmes. The college also publishes its annual magazine 'Golsimal'. Ample opportunities are given to the students for an espousal of their talents.

### ***SCHOLARSHIP SCHEMES***

The college offers scholarship to the needy authenticated students as permissible under the norms of the state and the central government. This includes the scholarship given to the students of SC, ST, OBC and BPL categories. For this, the concerned students are directed to keep in touch with the Dean of Students' Affairs of the College and the Social Justice and Welfare Department, Govt. of Sikkim, Tikjuk, West Sikkim.

### ***GENDER SENSITISATION UNIT/INTERNAL COMPLIANT COMMITTEE***

Gender Sensitisation 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 Hon'ble Supreme Court of India, in its ruling under the Writ Petition Criminal, Visakha and others versus the state of Rajasthan and other (JT1997(7) SC384) on the prevention and deterrence of sexual harassment at work and study. The student's who face any problem of this kind will always be looked after and safeguarded by the Gender Sensitization Unit and the Internal Complaint Cell of the College.

### ***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 21<sup>st</sup> 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 (Hostels, Library and Canteens).

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

### ***CORRESPONDENCE***

1. Correspondence regarding students must include Name, Class, Roll Number and Mobile number (if any) of the student concerned.
2. Requests 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. Student should contact the Principal/Vice-Principal for University related queries and clarifications. Similarly, they should contact the Dean of Students Affairs for other internal matters.

*\*Consumption of tobacco either in chewable or smoking form is strictly prohibited in the campus. Any defaulter will be fined Rs. 200/- on the spot or imprisonment upto 6 months and may lead to termination from the college.*

## **IMPORTANT DAY TO REMEMBER**

**Sikkim Govt. College Gyalshing  
Foundation Day 28th June 2011**

### **DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM**

1. Photocopies of:
  - a. Class XII Marksheet and Certificate (two copies)
  - b. Class X Marksheet and Certificate (two copies)
  - c. Class XII Admit Card (Private Candidate)
  - d. Sikkim Subject/Domicile/Residential Certificate
  - e. SC/ ST/OBC/MBC Certificate.
2. In original
  - a. Migration Certificate.
  - b. Transfer Certificate
  - c. Character Certificate.
3. Six (6) Nos. of recent Passport size Photographs.

### **N.B.**

1. Original of all photocopies has to be produced at the time of admission.
2. All photocopies must be attested by a Gazetted Officer.