

**GOVT ARTS COLLEGE MANGSHILA**

**PROSPECTUS**

**(2019-2020)**

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## **Profile**

Arts College Mangshila is at present located in a developing hamlet nestled in between Gangtok and Mangan, district of Sikkim. Since its inception in the year 2017, Govt Arts college Mangshila has functioning as a second campus of Govt. college Burtuk, which is affiliated to the Sikkim central University. The college is committed to contribute to the nation- building process and aims to fulfill the educational aspiration of young scholars from every part of the state by providing an educational friendly curriculum and conducive environment for learning. Govt Arts College Mangshila will soon have its campus on a plot of land measuring approximately 32 acres at Mangshila in the North district of Sikkim, located 50km from Gangtok. The site of the campus is connected with Gangtok and Mangan town by a State high way. .

## **Programmes Offered**

The College offers the following undergraduate programmes:  
Bachelor of Arts (Honours)

- English
- History
- Political Science

Mr. Kama Samten Bhutia –Principal

## **Teaching Staff**

1. Pema Ongmu Bhutia- Dept of Political Science
2. Samten Doma Bhutia- Dept of History
3. Rojan Tamang – Dept of English

## **Non- Teaching Staff**

1. Norbu doma Bhutia – Computer operator
2. Samphel Bhutia – Peon
3. Samir Limboo- LDC
4. Noven Limboo- Peon
5. Karma Tshering Bhutia- Night guard
6. Anjana Pariyar- Safai Karmachari

## **Honours Programme**

- The Honours Programme comprises of six semesters of regular study. Each 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 2nd semester and subsequently to the 3rd, 4th, 5th and 6th semester.

## **Admission Criteria**

### **Eligibility**

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

The Honours course 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 fee of Rs 300 has to be paid to apply for any B.A courses.

### **Intake Capacity**

The total intake capacity of the College for the 2019-120 sessions is:

B.A English (honours/ general) -	50
B.A History (honours/ general) -	50
B.A Political Science (honours/ general) -	50
Total:	150

## **B.A. (HONOURS)**

### **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.

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 session 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 session tests shall be of 25 marks each. The End Semester Examination shall have a total score of 50 marks.
- 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.

## Evaluation Pattern

Weightage (in %) First/Second Sessional Test -	50
End-Semester Examination -	50
Total -	100

Marks in Percentage	Grade	Grade Point
> 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**

According to Notification no. 210/DIR(HE)/HRDD Dated: 22.08.14, the following directives have been given to all Government Colleges

College fees including examination fees will be waived for all students with Sikkim Subject Certificate/Certificate of Identification commencing from the Academic Session 2014-2015

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:

- Students belonging to other states of India
- Rs. 1271/- for students of B.A./ B.Com
- Subsequent semester: Rs 321 for any B.A course
- For foreign students- over and above the fee as stated above Rs. 500/- per month as tuition fee
- Examination fee shall be collected as prescribed under the college prospectus





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 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 may be 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 behavior 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 behavior to their peers.
12. Lack of courtesy and decorum; unbecoming conduct within and outside the College; willful 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 behavior 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 willfully. 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 Slip-cum-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.

### **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 Rules Squads with the basic objectives to co-ordinate, monitor and regulate anti-ragging activities in College, Hostels, Library and Canteens of the College.

Principal is the ex official 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 Certificate are awarded to deserving students of general proficiency, excellence in academics, excellence in co-curricular activities and in games and sports.

## **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 Certificate 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 Vice-Principal for University related queries and clarifications. Similarly, they should contact Dean of Students Affairs for other related matters.

## **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 embrace 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. The defaulter will be fined.

500/- on the spot or imprisonment up to 6 months and may lead to rustication from the College.

### **Academic Activity - Checklist**

Sl. No.	ACADEMIC ACTIVITY	EVEN SEMESTER	ODD SEMESTER
1.	Commencement of Semester	1 <sup>ST</sup> 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 Sep.
4.	Third Sessional Test	1 <sup>ST</sup> Week of May	3 <sup>RD</sup> Week of October
5.	End of Classes	15 <sup>TH</sup> June	30 <sup>TH</sup> November
6.	Filling of Examination Form	1 <sup>ST</sup> June	15 <sup>TH</sup> Nov.
7.	End -Semester Examination Begins	16 <sup>TH</sup> June – 30 <sup>TH</sup>	1 <sup>ST</sup> Dec. to 16 <sup>TH</sup> Dec.

		June	
8.	Central Evaluation Begins	26 <sup>th</sup> June	10 <sup>th</sup> Dec.
9.	Summer/Winter Vacation	1 <sup>st</sup> July – 14 <sup>th</sup> July	17 <sup>th</sup> Dec. – 31 <sup>st</sup> Jan.
10.	Publication of Results	10 <sup>th</sup> July	30 <sup>th</sup> Dec.

### **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 behavior 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 teaching/non-teaching staff of the College and against any student 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. Willful destruction of College property.
  - i) 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.