



**SIKKIM GOVERNMENT COLLEGE, NAMCHI**  
NAMCHI SOUTH SIKKIM, PIN: 737126  
Email ID: [namchigovtcollege@gmail.com](mailto:namchigovtcollege@gmail.com)  
NAAC ACCREDITED (UGC 2F & 12B) ESTD:1995

O.O.No: 274/SGCN/3/22

Date: 20/06/2022

### OFFICE ORDER

The Following Committees are hereby constituted for the Period of two and half year w.e.f. 20 th June 2022 to 31<sup>st</sup> December 2024.

#### COLLEGE MANAGEMENT COMMITTEE (CMC)

- (1). Dr. Deepak Tewari – Principal, Chairperson.
- (2). Mrs. Diki Ongmu Lepcha – Vice Principal, Deputy Chairperson.
- (3). Dr. Diki Bhutia - Dean of the Students Affairs-Member Secretary.
- (4). Mr. Shiva Kumar Nepal – Member.
- (5). Mr. Royal Rai – Member.
- (6). Dr. Tanka Prasad Dhungel – Member.
- (7). Dr. Tsewang G. Bhutia – Member.
- (8). Mrs. Tshering Choden Bhutia – Member.
- (9). Mr. Saran Kumar Chettri – Member.
- (10). Dr. Sanjaya Kumar Subba – Member.
- (11). Dr. Kamal Poudyal – Member.
- (12). Dr. Shanti Tamang – Member.
- (13). Dr. Yugal Kishore Khanal – Member.
- (14). Mrs Anuradha Rai – Member.
- (15). Mrs Rama Katel Tewari – Member.
- (16). Mr. Bhim Bahadur Thapa – Member.
- (17). Mr Aasish Rai – Member.

**Duties: To take decisions on major issues related to the College including academics, administrative, infrastructural and financial matters.**

## PROJECT MONITORING UNIT (PMU)

- (1). Dr. Deepak Tewari – Principal, Chairperson.
- (2). Mrs. Diki Ongmu Lepcha – Vice Principal, Deputy Chairperson.
- (3). Dr. Diki Bhutia - Dean of the Students Affairs-Member Secretary.
- (4). Mr. Shiva Kumar Nepal – Member.
- (5). Mr. Royal Rai – Member.
- (6). Dr. Tanka Prasad Dhungel – Member.
- (7). Dr. Tsewang G. Bhutia – Member.
- (8). Mrs. Tshering Choden Bhutia – Member.
- (9). Mr. Saran Kumar Chettri – Member.
- (10). Dr. Sanjaya Kumar Subba – Member.
- (11). Dr. Kamal Poudyal – Member.
- (12). Dr. Shanti Tamang – Member.
- (13). Dr. Yugal Kishore Khanal – Member.
- (14). Mrs. Anuradha Rai – Member.
- (15). Mrs. Rama Katel Tewari – Member.
- (16). Mr. Bhim Bahadur Thapa – Member.
- (17). Mr. Aasish Rai – Member.
- (18). Mr. Arun Pradhan- Student representative

\* PMU is responsible for monitoring of the project at the College level in order to implement the governance proposed under RUSA

## DISCIPLINE & ANTI-RAGGING COMMITTEE.

- (1) Dr. Diki Bhutia- Convenor.
- (2) Mrs. Diki Ongmu Lepcha-Co-Convenor.
- (3) Mrs. Laxmi Rai. - Member.
- (4) Ms. Uden Lhamu Bhutia. - Member.
- (5) Mr. Dilli Ram Sharma. - Member.
- (6) Mrs. Sushmita Gurung. - Member.
- (7) Mrs. Dawa Lhamu Bhutia. - Member.
- (8) Mr. Yon Tshering Lepcha. - Member.
- (9) Mr. Kunzang T. Shangdrepa. - Member.
- (10) Mr. Tshering Wongdi Bhutia. - Member.
- (11) Ms. Changa Doma. Bhutia. - Member.
- (12) Mr. Bishwa Hang Subba. - Member.
- (13) Mr. Sabat Rai. - Member.
- (14) Mrs. Rama Katel. - Member.
- (15) Mrs. Neelam Sharma. - Member.
- (16) Mr. Nabin Manger. - Member.
- (17) Mr. Pranay Tamang. - Member.
- (18) Ms. Jacinta Sharma. - Member.
- (19) Mr. Lakpa C. Sherpa. - Member.
- (20) Mr. Shekhar Khatiwara - Member.
- (21) Mrs. Alina Darnal. - Member.

**Duties:**

1. To prepare Specific behavioural guidelines and code of conduct for students and educate them.
2. To ensure overall disciplines environment in the college
3. To initiate timely action against erring students
4. To sensitise students about the evils of ragging and its prevention in the college by organizing talks/ programmes etc.
5. To take action against the students involved in indiscipline activities
6. Detect student's indiscipline by visiting college premises time to time and to take action against them.

**LIBRARY COMMITTEE**

- (1). Dr. Shanti Tamang -Convener
- (2). Mrs. Rama Katel Tewari - Member Secretary
- (3). Mr. Dewan Rai - Member
- (4). Dr. Yugal Kishore Khanal -Member
- (5). Mr. Mahendra Prasad Gurung -Member
- (6). Mr. Tilak Bahadur Bardewa -Member
- (7). Mr. Depend Subba -Member
- (8). Ms. Zangmo Lepcha- Member
- (9). Mr. Karma Pintsho Lepcha- Member
- (10). Mrs. Hangma Subba. – Member

**Duties:**

1. To guide the librarian in formulating general library policies and regulations which govern the functions of the Library.
2. To work towards modernization digitalization and improvement of the library.
3. To recommend the authority about the fees and other charges of the library.
4. To seek feedback on library functions from readers.
5. To maintain the sanctity of the library.
6. To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC office.

**LITERARY CELL**

- (1). Mrs. Laxmi Rai.-Convener.
- (2). Mr.Durga Prasad Sharma.- Co- Convener.
- (3). Dr. Yugal Kishore Khanal – Member.
- (4). Mr. Tshering Namgyal Bhutia. – Member.
- (5). Mr. Karma Nangyal Bhutia. – Member.
- (6). Mrs. Lhadum Lepcha. – Member.

- (7). Mr. Bhim Prasad Limboo. – Member.
- (8). Mr. Bhim Bahadur Thapa – Member.

**Duties:**

1. To encourage students to write articles in books, journal & newspapers
2. To display important newspaper/ magazine/ journal cutting (notable poems/ articles, etc) on the notice board.
3. To celebrate important literary days.
4. To hold college/ inter- college level literary competitions.
5. To lead every literary programmes organised by the college
6. To bring out bulletins/ magazines of the College.
7. To maintain the records of the activities conducted and submit the same to the IQAC office.

**HOSTEL COMMITTEE (BOYS)**

- (1) Mr. Saran Kumar Chettri – Warden.
- (2) Mr. Sunil Limboo. -Member.
- (3) Mr. Rikesh Pradhan. -Member.
- (4) Mr. Santosh Subba. -Member.
- (5) Mr. Binod Chhetri--Member.

**HOSTEL COMMITTEE (GIRLS)**

- (1) Dr. Chewang Doma Bhutia- Warden.
- (2) Ms. Aarati Chhetri. -Member.
- (3) Mrs. Sheetal Rai. -Member.
- (4) Mrs. Tshering Doma Kaleon. -Member.
- (5) Ms. Yangchen Bhutia. -Member.

**Duties:** To supervise all issues related to the college hostels and to look after all administrative and security issues of the hostels,

**WEBSITE SUPERVISION COMMITTEE**

1. Mr. Depend Subba-Convener.
2. Dr. Dilliram Sharma. -Co- Convenor.
3. Dr. Diki Bhutia- Member.
4. Ms Uden Lhamu Bhutia- Member.
5. Mrs Laxmi Rai- Member.
6. Dr. Bishnu Kumar Sharma. - Member.
7. Dr. Bikash Sharma- Member.
8. Mr. Rajesh Dhungel. - Member.

9. Mr Lokesh Cheetri- Member.
10. Ms. Rabika Gurung. - Member.
11. Mr. Passang Bhutia. - Member.

**Duties:**

1. To maintain the college website on regular basis.
2. To update regularly the information in the website, to upload the correct information about the institute all the times and remove the incorrect and irrelevant information.
3. To collect latest events information, achievements of the College and get them posted on the website through write ups along with the photographs.
4. Strive to make improvements in the website with respect to design, preventability etc on a continuous basis.

**CANTEEN COMMITTEE**

- (1) Ms Dawa Doma Bhutia-Convenor.
- (2) Ms. Dil Hangma Limboo. - Member.
- (3) Mr. Yoash Targain. - Member.
- (4) Mr. Phurba Lepcha. - Member.
- (5) Ms. Sheetal Rai. - Member.

**Duties:**

1. To look out the canteen services for the students/ staff and to report the authority in case food qualities are compromised.
2. To fix the rates for the items served in the canteen and to maintain cleanliness in the canteen.
3. To frame the rules and regulations for opening and operation of new canteens in the college premises.

**GENDER SENSITIZATION CELL**

- (1) Mrs. Chang Doma Sherpa.-Convenor.
- (2) Ms Simran Bhutia. - Member.
- (3) Ms. Diki Choden Bhutia. - Member.
- (4) Mr. Dinesh Darnal. - Member.
- (5) Mr. Chuzing Lepcha. - Member.

**Duties:**

1. To spread the message of gender equality in order to eliminate gender bias insensitivity through seminars, poster display, lecture etc.
2. To take up cases of harassment and atrocities on female teachers, employees and girl students, enquire and take appropriate action against the culprits.

3. To examine and investigate on each compliant received from the women staff/ students by collecting the required information from the complainees.
4. To maintain the records of the activities conducted and submit the same to the IQAC office

### **ENTERPRENEURSHIP CELL**

- (1) Dr. Sabita Sapkota -Convenor.
- (2) Mr. Kunzang Namgyal Bhutia. - Member.
- (3) Mr. Phurba Lepcha. - Member.
- (4) Ms. Tshering C. Lachungpa. - Member.

#### **Duties:**

1. To organise talks, lectures interaction with young, successful entrepreneurs in the college and inspire/ motivate the students.
2. To maintain the records of the activities conducted and submit the report to the IQAC office.

### **LEGAL LITERARY CELL**

- (1) Dr Diki Bhutia- Convenor.
- (2) Mr. Rosden Tshering Bhutia- Member.
- (3) Ms. Malavika Rai. - Member.
- (4) Ms. Gnudup S.Bhutia. - Member.
- (5) Ms. Akila Bhutia. - Member.
- (6) Mr. Shekhar Khatiwara. - Member.

#### **Duties:**

1. To help the students in making them aware about their rights and laws related to their issues.
2. To deliver lectures on important everyday legal issues.
3. To initiate eminent lawyers to deliver lecture on important legal issues.
4. To spread the message of gender equality in order to eliminate gender bias insensitivity through seminars, poster display, organising exhibitions etc.
5. To see the cases of harassment and atrocities on female teachers, employees and girls students enquire and take appropriate action against the culprits.
6. To maintain the records of the activities conducted and submit the report to the IQAC office.

### **NATURE CLUB/WASTE MANAGEMENT COMMITTEE**

1. Dr Govinda Prasad Luiitel -Convenor.
2. Ms. Yeden Bhutia.-Co- Convenor.

3. Ms. Dawa Doma Bhutia-- Member.
4. Dr. Bishnu Kumar Sharma. - Member.
5. Mr. Sonam Wangchuk Lepcha. - Member.
6. Ms. Ananta Rai. - Member.
7. Mr. Pema Chida Sherpa. - Member.
8. Mr. Nopu Ongay Bhutia. - Member.
9. Ms. Yangchen Bhutia- Member.
10. Ms. Jacinta Sharma-- Member.

#### **Duties:**

1. To enrol members for the club and to create awareness among the students and staff about the need for protection of natural habitat.
2. To invite speakers to talk on environmental protection.
3. To maintain the records of the activities conducted and submit the report to the IQAC office.
4. To educate the staff and the students on proper waste management practices through lectures, message on notice boards, displaying slogan boards etc in the college.
5. To suggest and help the authority for the management of different kind of wastes.

#### **SPORTS COMMITTEE.**

1. Mr. Jonah Rai.-Convenor
2. Dr. Chewang Doma Bhutia.-Co-Convenor.
3. Mr. Royal Rai- Member
4. Mr. Binod Chettri. – Member
5. Mr. Pincho Lepcha. – Member
6. Mr. Kalden Tamang. – Member
7. Dr. Kamal Poudyal – Member.
8. Ms. Sweeta Tiwari. – Member
9. Ms. Ananta Rai. – Member
10. Ms. Una Hangma Limboo. – Member
11. Ms. Pema Uden Sherpa. – Member
12. Mr. Devendra Chhetri. – Member

#### **Duties:**

1. To organise Inter/ Intra- college sports competitions and to lead every sports activities.
2. To organise tournaments for students and staff members, and to select College teams.
3. To maintain the records of students sports activities outside the college.
4. To maintain the records of every activities conducted and submit the report to the IQAC office

## **CAREER GUIDANCE CELL.**

- (1). Mrs. Cherila W. Bhutia. -Convener.
- (2). Mr. Shekhar Khatiwara..- Co- Convener.
- (3). Ms. Dawa Doma Bhutia. – Member.
- (4). Ms. Kimla Dorjee Bhutia.– Member.
- (5). Dr. Yasodha Pradhan – Member
- (6). Mr. Bhim Psd. Limboo – Member
- (7). Mrs. Lhadum Lepcha- Member
- (8). Dr. Kriti Gurung – Member
- (9). Mr. Dilli Ram Sharma – Member
- (10). Mr. Binod Chettri – Member
- (11). Mr. Lokesh Chettri – Member
- (12). Mr. Kunzang T. Shangderpa – Member
- (13). Mr. Nabin manger – Member
- (14). Mr. Kalden tamang – Member
- (15). Mr. Bishwa Hang Subba – Member
- (16). Mr. Pincho Lepcha - Member

### **Duties:**

1. To provide information about emerging career opportunities to the students.
2. To provide special career opportunities for poor students.
3. To organise seminar on career awareness.
4. To guide students for competitive exams and to organise coaching classes for competitive exams by inviting experts.
5. To invite parties and companies for campus placements.
6. To file and submit the records to the IQAC office.

## **RED RIBBON CLUB**

- (1). Ms.Uden Lhamu Bhutia.-Convener.
- (2). Mrs. Pratima Rai.Co- Convener.
- (3). Mr. Suraj Limboo.. – Member.
- (4) Mrs. Pratima Rai. – Member.
- (5) Dr. Sabita Sapkota— Member.
- (6) Dr. Bikash Sharma— Member.

### **Duties:**

1. To promote voluntary non-remunerated blood donation among students.
2. To organise and facilitate voluntary blood donation camps and mobilise the students for voluntary blood donations.



3. To educate students with correct, concise and adequate information and heighten their level of awareness about HIV/AIDS/STI and other related issues( thus eliminate myths and misconceptions)
4. To conduct activities under Red Ribbon Club
5. To prepare and promote students peer educators within the campus.
6. To maintain the records of the activities conducted and submit the same to the IQAC office.

### PRESS AND PUBLICITY COMMITTEE.

- (1) Mr. Mahendra Prasad Gurung- Convener
- (2) Dr. Sanjaya Kumar Subba-Co-Convener
- (3) Mrs. Pranita Gurung. – Member.
- (4) Ms. Bindya Rai. – Member.
- (5) Mr. Rosden Tshering Bhutia. – Member.
- (6) Dr. Chandra Prasad Khatiwada. – Member.
- (7) Mr. Lokesh Chhetri– Member.
- (8) Mr.Durga Prasad Sharma.- Member.

#### **Duties:**

1. To send news items about the functions or events organised in the college to the dailies, social media, television and digital media and get the news broadcast or published.
2. To bring reporters to the college through invitation for coverage of the functions or events organised in the college
3. To make promotional activities about the college such as printing of pamphlets or brochures in attractive way and to distribute those materials to the public and students as and when required,
4. To take videos and photos of the functions or events organised in the college, make CDs and keep on archive of those functions.
5. To handle and update the social media account of the college.
6. To file and submit the records to the IQAC office.

### CULTURE COMMITTEE

- (1) Mr. Royal Rai -Convener
- (2) Mrs. Sushma Rai. Co-Convener.
- (3) Mrs. Dawa Lhamu Bhutia. - Member.
- (4) Mrs. Hangma Limboo. - Member.
- (5) Ms. Nimkit Lepcha. - Member.
- (6) Ms.Changa Doma Bhutia. - Member.
- (7)Mr. Manish Pradhan. - Member.

#### **Duties:**

1. To plan and schedule cultural events and to lead every cultural programme organised by the college.
2. To maintain the records of the cultural activities conducted and submit the report to the IQAC office.

## RESERCH CELL

1. Dr. Panu Ongri Pazo-Convenor.
2. Dr. Dilliram Dahal -Co-Convenor
3. Dr. Pankaj Kumar Das.-Member.
4. Dr. Govinda Prasad Luitel--Member.
5. Dr. Sanjaya Kumar Subba. -Member.
6. Dr. Dikila Bhutia. -Member.
7. Dr. Yashoda Pradhan. -Member.
8. Dr. Diki Bhutia -Member.
9. Dr. Kriti Gurung. -Member.
10. Dr. Binita Rai. -Member.

### **Duties:**

1. To organise research activities for the staff and the students of the college.
2. To assist the departments in organising research seminars
3. To take up major/ minor research projects for the college.
4. To promote research climate in the institution.
5. To play a role in publishing research oriented journals from the college.
6. To maintain the records of each activities conducted and submit the report to the IQAC office.

## SOCIAL COMMITTEE.

- (1) Mr. Saran Kumar Chettri-Convenor.
- (2) Ms. Bindya Rai- Co-Convenor.
- (3) Mrs Neelam Sharma-Member
- (4) Mrs. Pratima Lakhandri—Member

### **Duties:**

1. To identify, communicate and co-ordinate the matters concern to the welfare and development of staff and the students of the college.
2. The social committee shall be responsible for planning and coordinating social activities such as picnic, staff meets and other novelty acts for the benefit of the college and to take initiative for help and support during the death and marriages of staff and their family members.

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

1. Dr. Bishnu Kumar Sharma. -Coordinator.
2. Dr. Panu Ongri Pazo -Member.
3. Dr. Dilli Ram Dahal. -Member.
4. Dr. Diki Bhutia -Member.
5. Mr. Depend Subba. -Member.
6. Dr. Binita Rai. -Member.
7. Dr. Kriti Gurung. -Member.
8. Dr. Bikash Sharma. -Member.
9. Mrs. Prativa Subba. -Member.
10. Mr. Kunzang W. Bhutia. -Member.
11. Ms. Yangchen Bhutia. -Member.
12. Dr. Yugal Kishore Khanal – Member.
13. Mr. Lokesh Chhetri -Member.
14. Mrs. Yeden Bhutia- Member

**IGNOU STUDY CENTRE**

- (1) Mr. Dilli Ram Sharma -Coordinator.

**N.S.S. UNIT**

College Co-ordinator – Dr. Sabita Sapkota.

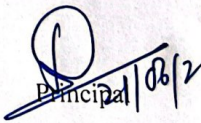
- (1) Mr. Binod Chhetri – Programme Officer  
(2) Mrs. Pratima Rai - Programme Officer

**N.C.C. UNIT**

Care taker officer-IV NCC Battalion- Dr. Bikash Sharma.

Care Taker officer-I NCC Girls' Battalion- Ms. Malavika Rai.

By order

  
Principal  
SGC Namchi  
Principal  
Sikkim Government College  
Namchi, South Sikkim