

The Admission Procedure

The admission process in the college starts with an advertisement in local newspapers and putting up of banners in strategic places in the town and through the college prospectus. Details of admission is also available in the college website.

Every year the college publishes its own Prospectus which contains comprehensive information about the institution .This includes the college profile, the faculty profile, the different programmes of study, the elective subjects being offered etc.

Selection and enrolment of students is done purely on the basis of merit and in accordance with the guidelines laid down by the Department of Higher Education, HRDD, Government Of Sikkim. The list of names of students shortlisted for admission along with the percentage of marks secured by them in the class 12 board examination is displayed prominently not only in the college notice board but in all vantage points of the college in order to allow easy access to the list .

The final admission is given after a personal interview not only with the selected students but also with the parents/guardians after they have signed an undertaking that they will comply with all the rules and regulations of the college.

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 living on their own must make satisfactory living arrangements with a local guardian approved of by the Principal.
11. Students requiring railway/air travel concessions should apply to the Principal in the appropriate form(s) at least three days in advance. Requests for immediate issue of such concession will not be entertained.
12. Students are required to be dressed in proper uniform when in College.
13. 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.
14. 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 and offensive language: disturbing fellow students in their studies; breach of rules and regulations of the College; adoption of unfair practices in tests, quizzes, 'assignments, or examination, or examinations; noisy and unruly behaviour etc. shall constitute violation of the code of conduct.
15. Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
16. Use of cell phones is strictly prohibited in all academic areas of the campus. 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 alongwith 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 functions falls

on a working day or on holidays 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 damage to College/hostel property/furniture caused by neglect or willful damage. 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/hostel room, lab etc. Students must help keep the College neat and clean and also preserve and maintain the gardens.
23. Students must keep their identity cards with them at all times and shall show the same on demand by any faculty/official of the College.
24. Any student found smoking or under the influence of intoxication of alcohol/drugs in the College or in the Hostel is liable to strict disciplinary action which may lead to expulsion from the College.
25. 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.
26. Any of the above listed offence attracts a mandatory punching of the Identity Card by the Discipline Committee members. If the number of punches reaches 3 (three) then he/she shall be automatically rusticated from the College.
27. 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.
28. The decision of the Principal in all matters shall be final.
29. Any student(s) involved in verbal or physical assault with teaching or non-teaching members of the institution if found guilty will be rusticated or expelled from the College.
30. 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 everyday 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 to the College library.

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 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 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 Dean of Students' Affair.

TRANSFER

Students applying for a Transfer Certificate (wherever applicable) must submit a written application at least three days in advance to the Principal along with a transfer fee of Rs. 50/-

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. The student shall fill up a prescribed form and submit to the University for registration through the Principal.

COLLEGE UNIFORM

Students shall come to the 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 Colour:

Coat Navy Blue with white, maroon and navy blue piping.

Cardigan (Sweater) Navy Blue

Pant Dark Grey

Shoes Black

Shirt Cream

Socks Black

Belt Black