

**NAMCHI GOVERNMENT COLLEGE  
KAMRANG, SOUTH SIKKIM**



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**INFORMATION OFFICERS**

**Dr. Parsuram Poudyal**

Principal

Namchi Government College, Kamrang, P.O. Namchi,  
South Sikkim - 737126

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**Shri. Yogen Syanden**

Under Secretary, Administration

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South Sikkim - 737126

Phone: +919593375861

**email:** namchirti@gmail.com



## NAMCHI GOVERNMENT COLLEGE KAMRANG, SOUTH SIKKIM

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### MANUAL 1

The particulars of function of duties of the Public Authority

**Name of the Public Authority:** Namchi Government College

**Address:** Kamrang, South Sikkim, PIN: 737126

**Parent Government Department:** Higher Education, Human Resource Development Department, Government of Sikkim

**Reporting to which office:** Higher Education, Human Resource Development Department, Government of Sikkim

### **COLLEGE MANAGEMENT COMMITTEE: 2018-2019**

<b>Sl. No</b>	<b>Name</b>
1	Dr. Parsuram Paudyal, Principal (Chairman)
2	Mr. Royal Rai ,Vice Principal
3	Mr. Yogen Syangden ,Under Secretary, Administration
4	Dr. Tsewang G. Bhutia, Dean of Student Affairs
5	Mr. Deepak Tiwari
6	Mr. Chetraj Sharma
7	Dr. Saurav Kafley
8	Dr. Rajen Upadhaya
9	Dr. Kamal Poudyal
10	Mrs. Diki Ongmu Lepcha
11	Mr. Dewan Rai
12	Mr. Y.T. lepcha
13	Mr. Rosden T. Bhutia
14	Mrs. Anuradha Rai
15	Mr. Sabat Rai
16	Mrs. Rama Katel
17.	Mr. Asish Rai
18.	Mr. Rohit Sharma, Student Representative

# NAMCHI GOVERNMENT COLLEGE KAMRANG, SOUTH SIKKIM

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## MANUAL 2

Rules, Regulations, instructions, manuals and records held by the organization under its control or used by its employees for discharging its functions:--

1. F. R & S. R
2. Financial Rules
3. TA/DA Rules
4. NPS

Sikkim Service Book, Government of Sikkim, may be referred for more information.

# NAMCHI GOVERNMENT COLLEGE KAMRANG, SOUTH SIKKIM



## MANUAL 3

### Pay Structure of each Teaching and Non Teaching Employees

#### Teaching

Sl.no	Designation	Pay Band	Grade Pay
1	Principal	43250	9000
2	Resource Person	20140	6200
3	Resource Person	18720	6200
4	Resource Person	18720	6200
5	Assistant Professor	23170	7000
6	Assistant Professor	24100	8000
7	Assistant Professor	17610	6000
8	Assistant Professor	17610	6000
9	Assistant Professor	23170	7000
10	Assistant Professor	20360	6000
11	Assistant Professor	23170	7000
12	Assistant Professor	15920	5000
13	Assistant Professor	17610	6000

#### Non Teaching

Sl.no	Designation	P IN PB	GP
1	Under Secretary	16740	5000
2	HA	12050	3400
3	Junior Accountant	9150	3000
4	UDC	8430	3000
5	LDC	9630	2600
6	LDC	7170	2600
7	LDC	9120	2600
8	Librarian	15570	5000
9	Lab Assistant	13890	3400
10	Driver	14090	4200
11	Driver	13670	4200
12	Peon	9360	2300
13	Peon	7220	2200
14	Peon	9210	2300
15	Peon	5900	1400
16	Safaikarmachari	9210	2300
17	Safaikarmachari	8560	2200

# NAMCHI GOVERNMENT COLLEGE KAMRANG, SOUTH SIKKIM



## MANUAL 4

The particulars of facilities available to Students for obtaining information including the working hours of a library.

### (A) Working Hours:-

The teaching departments and administrative offices of the college function six days a week from Monday to Saturday as per State Government working hour pattern.

Normal working hours are 9:00 am to 5:00 p.m. However, the Library remains open on all days except the state holiday.

### (B) Library working hours:-

9:00 am to 5:00 pm (Monday to Friday)

9:00 am to 2:00 pm (Saturday)

Any persons may visit the Library with permission of the Librarian and use the reading room facility on all working days.

### Facilities available for information of the college are given below:

Sl. No.	Matter	Whom to contact during working hours
1	About courses offered by the college	Principal, Vice Principal and Dean of student affairs
2	Admission and admission related	Dean of student affairs
3	Purchase	Principal and Under Secretary (Administration)
4	Construction works	Principal and Under Secretary (Administration)
5	Financial	Principal and Under Secretary (Administration)
6	Transport	Under Secretary (Administration)

**NAMCHI GOVERNMENT COLLEGE  
KAMRANG, SOUTH SIKKIM**



**MANUAL 5**

**PROFILE OF TEACHING FACULTY AND NON - TEACHING STAFF**

**Teaching Faculty Profile (Department wise)**

Name of the Department: **Journalism & Mass Communication**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Ms. Bindhya Rai	Asst. Prof.	9547334395	raibindhya8@gmail.com
2.	Mrs. Pranita Gurung	Asst. Prof.	8348169913	pranitagr@gmail.com
3	Mr. Mahendra Pd. Gurung	Asst. Prof.	9614208066	regoi.mpg@gmail.com

Name of the Department: **NEPALI**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Mr. Deepak Tewari	Asst. Prof.	7679911866	deepaknamchi@rediffmail.com
2.	Mr. Dilli Ram Sharma	Asst. Prof.	9609801949	drsharmanamchi@gmail.com

Name of the Department: **ECONOMICS**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Dr. Bikash Sharma	Asst. Prof.	7407192706	bikashdahal85@gmail.com

Name of the Department: **PHYSICAL EDUCATION**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Mr.Tashi Topgay Bhutia	Asst. Prof.	9735941479	tastopbhutia_79@yahoo.com
2.	Mr. Tshering Wangdi Bhutia	Asst. Prof.	9733452386	tshering.wangdi22@gmail.com

Name of the Department: **HISTORY**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Dr. Rajen Upadhyay	Asst. Prof.	9547521666	rajen.180108@gmail.com
2.	Mr. Pincho Lepcha	Asst. Prof.	9593512184	pincholepcha@gmail.com
3.	Ms. Gnudup Sangmo Bhutia	Asst. Prof.	7551885281	nudupsangmo@gmail.com

Name of the Department: **LIMBOO**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Dr. B. L. Subba	Asst. Prof.	9593574968	khamdhak1975@gmail.com
2.	Mrs. Hangma Subba	Asst. Prof.	9593268636	khewama_hangma@yahoo.in

Name of the Department: **LEPCHA**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Mrs. Lhadum Lepcha	Asst. Prof	9800747524	lhadumlepcha@gmail.com
2.	Mr. Mingma Ongdup Lepcha	Asst. Prof	7797892070	mingmalucksom@gmail.com

Name of the Department: **BHUTIA**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Dr. Tsewang Gyatso	Resource Person	9734014673	tsewanggyatso@gmail.com
2.	Mr. Tshering Chopel	Resource Person	9609043631	tsheringchopel35@gmail.com

Name of the Department: **GEOGRAPHY**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Mr. Royal Rai	Asst. Prof	9832330055	royalrai360@ gmail.com
2.	Mr. Tanka Bdr. Dhungel	Asst. Prof	7797894859	dungelt@ gmail.com
3.	Mr. Chetraj Sharma	Asst. Prof	9832424173	chetraj.dahal@gmail.com
4.	Dr. Pankaj Kr. Das	Asst. Prof	9932810614	
5.	Ms. Chhunu Maya Giri	Asst. Prof	9749060656	chhunugiri22@gmail.com

Name of the Department: **EDUCATION**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Mrs. Anuradha Rai	Asst. Prof	9735084973	raiannu.08 @gmail.com
2.	Mrs. Diki Ongmu Lepcha	Asst. Prof	9733275114	diki_ongmu 2000@y ahoo.com
3.	Mrs. Dawa Lhamu Bhutia	Asst. Prof	9647854413	bhutia.dawa.lahmu@gmail.com

Name of the Department: **POLITICAL SCIENCE**



Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Mrs. Lucky T. Sherpa	Asst. Prof	9733211056	luckytsherpa@gmail.com
2.	Mr. Rosden T. Bhutia	Asst. Prof	7602405694	rosden.tshering07@gmail.com
3.	Ms. Susan Rai	Asst. Prof	8768272889	susanrai17@gmail.com

Name of the Department: **ENGLISH**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Mr. Yon Tsh. Lepcha	Asst. Prof	9832632727	yontshering.lepcha@yahoo.com
2.	Dr. Yashoda Pradhan	Asst. Prof	7797293089	yash0784@gmail.com
3.	Mrs. Laxmi Rai	Asst. Prof	9647873086	laxmihridai1@gmail.com

Name of the Department: **SOCIOLOGY**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Ms. Tshering Choden Bhutia	Asst. Prof.	7872881677	tshcho986@gmail.com
2.	Mr. Saurav Pradhan	Asst. Prof.	9547276764	aachaju01.sp@gmail.com
3.	Ms. Kimla Dorjee Bhutia	Asst. Prof.	8436105652	karendenz@gmail.com
4.	Ms. Malavika Rai	Asst. Prof.	7063667039	rai.mlvka@gmail.com
5.	Ms. Devika Rai	Asst. Prof.	7550922985	

Name of the Department: **Environmental Studies & Eastern Himalayan Studies**

Sl. No.	Faculty Name	Designation	Mobile	Email id
1.	Mr.Saran Kr. Chettri	Asst. Prof.	9733360183	chettrisaran56@gmail.com

Name of the Department: **ZOOLOGY**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Dr. Kamal Poudyal	Asst. Prof.	9474648884	chettrikamal@gmail.com
2.	Mr.Sonam Thendup Bhutia	Asst. Prof.	7557079677	Sonampicked13@gmail.com
3.	Ms. Pamina Chhetri	Asst. Prof.	9775869323	Pamn_geny86@gmail.com
4.	Mr. John Bhutia	Asst. Prof.	8759235898	johnbhutia@gmail.com

Name of the Department: **BOTANY**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Dr. Robin Sharma	Asst. Prof.	7076335579	sairobin9@gmail.com
2.	Dr. Bishnu Kr. Sharma	Asst. Prof.	8145559096	fernof Sikkim@gmail.com
3.	Mr. Ongyal Bhutia	Asst. Prof.	9593979512	bhutiawongyal@gmail.com
4.	Mrs. Pratima Rai	Asst. Prof.	9593883604	religosa@gmail.com
5.	Mr. Manoj Kr. Pradhan	Asst. Prof.	7550821367	pradhan06 @gmail.com

Name of the Department: **PHYSICS**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Dr.C.P. Khatiwada	Asst. Prof.	9609097860	cpspectroscopy@gmail.com
2.	Mr. Soumyadeep Laha	Asst. Prof.	7679728662	soumyadeeplaha@gmail.com
3.	Mr. Sabat Rai	Asst. Prof.	7031212722	sabatrai@gmail.com

Name of the Department: **CHEMISTRY**

Sl.No	Faculty Name	Designation	Mobile	Email id
1.	Dr. Saurav Kafley	Asst. Prof.	9932351011	srvk15@gmail.com
2.	Mr. Devendra Chhetri	Asst. Prof.	9593888179	dvnychhetri@gmail.com

Name of the Department: **MATHEMATICS**

<b>Sl.No</b>	<b>Faculty Name</b>	<b>Designation</b>	<b>Mobile</b>	<b>Email id</b>
1.	Mr. Manish Pradhan	Asst. Prof.	9641371198	manishpradhan15@gmail.com
2.	Ms. Sweta Tiwari	Asst. Prof.	8509743476	sweta.tiwari127@gmail.com
3.	Mr. Milan Sharma	Asst. Prof.	9641671084	milan.sharma16@yahoo.com
4.	Mr. Depend Subba	Asst. Prof.	7063843693	dependsubba13@gmail.com

**Department - COMMERCE**

<b>Sl. No.</b>	<b>Faculty Name</b>	<b>Designation</b>	<b>Mobile</b>	<b>Email id</b>
1.	Mr. Dewan Rai	Asst. Prof.	9603775560	dewannewwang28@gmail.com
2.	Dr. Sabita Sapkota	Asst. Prof.	8016457535	sabita.scorpio@gmail.com
3.	Mr. Sanjaya Kr. Subba	Asst. Prof.	9593775031	subbasanjayakumar@yahoo.com
4.	Mrs. Chang Doma Sherpa	Asst. Prof.	8768842306	creetho32@gmail.com

**Non Teaching Staff**

<b>Sl.No</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MOBILE</b>
1	DR.P.R. POUDYAL	PRINCIPAL	8207001363
2	YOGEN SYANGDEN	UNDER SECRETARY	6296133354
3	AASISH RAI	Jr. ACCOUNTANT	9851371927
4	MRS RAMA KATEL	LIBRARIAN	9832323239
5	MR.ROSHAN M.PRADHAN	LAB INSTRUCTOR	8972932001
6	MRS.PUSPA L.PRADHAN	OFFICE ASSISTANT	9593111661
7	MR. ROBIN RAI	U.D.C	9749334725
8	MRS NEELAM SHARMA	L.D.C	9564378550
9	SANGITA RAI	L.D.C	7864057494
10	DAWA TSH.LEPCHA	L.D.C	8167813186
11	BINA LIMBOO	L.D.C	9593776942
12	GARJAMAN RAI	L.D.C	9832385127
13	MILAN RAI	OFFICE ASSISTANT	9733350613
14	PASSANG BHUTIA	COMPUTER OPERATOR	9593779842
15	LOKESH CHETTRI	LAB INSTRUCTOR	9474833642
16	MAMTAZ RAI	LAB ATTENDENT	8670631557
17	ROJITA SUBBA	LAB ATTENDENT	9732063509
18	SURAJ GURUNG	LAB ATTENDENT	8391875037
19	HARKA LACHI RAI	LAB ATTENDENT	-
20	RAKESH RAI	LAB ATTENDENT	-
21	SABINA CHETTRI	LAB ATTENDENT	9832998670
22	REKHA BHANDARI	L.D.C	8906707097

<b>Sl.No</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MOBILE</b>
23	KALCHEN BHUTIA	PEON	9749951056
24	KATOK LEPCHA	PEON	9734955645
25	KARMA LEPCHA	PEON	7047453992
26	PRADEEP KR. RAI	PEON	8145800117
27	MADAN KR. CHETTRI	PEON	-
28	SHOVA RAI	SAFAIKARMACHARI	-
29	DEVI M.GURUNG	SAFAIKARMACHARI	-
30	RAM IQUBAL RAM	SAFAIKARMACHARI	7063587455
31	D.B. DAS	DRIVER	9775835941
32	DAWA TSH.BHUTIA	DRIVER	8597086180
33	RAM RUP RAI	DRIVER	7602598918
34	JIT MAN RAI	NIGHT GUARD	9775992109
35	HARKA BDR. CHETTRI	MALI	9732067230
36	HEMA GURUNG	LAB ATTENDENT	7797707955
37	MEERAJ RAI	GUARD	-
38	ARUNA MANGER	SAFAIKARMACHARI	9593758911
39	TASHI SHERPA	PEON	7076219166
40	DEBIKA TAMANG	OFFICE ASSITANT	9775641100
41	SAMIR GOLAY	L.D.C	9593772910
42	BHIM BDR. THAPA	H.A	9832086192
43	NEYATI PRADHAN	ACCOUNT CLERK	7001173305