

Particulars of its organization, functions and duties

1.1.1 - Name and address of the Organization

Name and Addresses of the main office and other offices at different levels

Name of the Public Authority	:Sikkim University
Address	:6 th Mile, Samdur – 737102, Sikkim
Head of the office	:6 th Mile, Samdur, P.O Tadong – 737102, Sikkim
Permanent Campus	: Yangang, South Sikkim (under progress)
Parent Government Department	:Government of India, Department of Higher Education, Ministry of Human Resource Development
Reporting to which office	:(1) Ministry of Human Resource Development (2) University Grants Commission

Locations of Hired Buildings of University

Sl. No.	Name of the Building	Location	Name of the Building Owner
1.	VC's official Residence	6th Mile Tadong	Smt. Bibi Maya Pradhan
2.	Official Residence of Registrar	5th Mile Tadong	Ranjana Chettri
3.	Registrar Residence at Bahai School Road	Bahai School Road	Sh Karma Legshey Dhondup
4.	New COE's residence	Sichey	Dr Sundeep Pradhan
5.	Admin Building	Samdur	Deptt. of Sports & Youth Affairs, Govt. of Sikkim
6.	IrPS Building	Kazi Road, Gangtok	Dorjee Dadul
7.	Guest House Building	Sh. D.D. Pradhan	D.D Pradhan
8.	Teesta Boys Hostel	Football House, Palzor Studium,	Sikkim Footbal Association
9.	Warden Quarter (Teesta Boys' Hostel)	Shri Nari Tsering Bhutia	
10.	Geo MASC Building	Bye Pass area, Gangtok	Gita Gurung
11.	EduPSY Building	Bye Pass area, Gangtok	Narendra Kumar Pradhan
12.	PCMG Building	7 th Mile, Tadong	Pranai Chhetri
13.	LC Building	Tadong	Tsh. Doma Bhutia
14.	ESoc Building	5th Mile Tadong, Jhor dhara	Smt. Kharki Maya Gurung
15.	Tendong Boy's Hostel	Lumsey Area	Bhim Prasad Dhungel
16.	Warden Quarter (Tendong Boys' Hostel)	Lumsey Area	Shri Lalit Rai
17.	Dzongri Boy's Hostel	Lumsey	Smt Nimthit Lepcha
18.	Warden Quarter (Dzongri Boys' Hostel)	Lumsey	
19.	Cauveri Girls Hostel	Besides IGNOU,5th Mile	Sh. N.B. Khatiwada
20.	MMH Building	Besides IGNOU,5th Mile	Sh. N.B. Khatiwada
21.	Barad Sadan	5 TH Mile	Ganesh Chettri
22.	Talung Girls Hostel, New Buildilng	Below Power Station, 5th Mile	Smt.Ranjana Chettri
23.	Talung Girls' hostel (New Buildilng)	5 th Mile. Tadong	Shri Tilak Bdr Chettri
24.	Pandim Girls Hostel	5th Mile Tadong	Ranjana Chettri
25.	Rangeet Boy'	Near Entel Motors	Uma Pradhan
26.	Warden Quarter (Rangeet Boys' Hostel)	5 th Mile	
27.	Residential Quarter, & LBL Building	6th Mile Tadong	Sh Bishnu Kumar Tiwari
28.	ExaBOT Building	6th Mile Tadong	Sh Anmol Chettri
29.	Central Library Building	6th Mile Tadong	Sh. M.K. Sharma
30.	Rangeet Girls Hostel	Tadong	Shri Pema Tenzing Sherpa
31.	Rangeet Girls'Hostel Extension	Tadong	Smt. Yangzi Lama Sherpa
32.	History Building	6th Mile Tadong	Sh. Deepak Chettri
33.	HorSE Building	6th Mile Tadong	Smt. Tara Devi Sharma
34.	Plot of land for practical classes located opp. Of Horticulture Deptt.,	6th Mile Tadong	Sailesh Pradhan
35.	Admin Building	7 th Mile Samdur	Youth Hostel
36.	Health Centre Building	7 th Mile Samdur	Sh. Prahlad Bhakti Sharma
37.	Nepali Building	7 th Mile Samdur	Rita Thapa
38.	DeaMan Building	7 th Mile Samdur	
39.	CoApp Building	7 th Mile Samdur	Sh. Raju Basnett
40.	EPCS Building	7 th Mile Samdur	Gopal Dahal Chhetri
41.	DeaMan Building	7 th Mile Samdur	Smt. Sobha Sharma
42.	New Boy's Hostel, Dev Area	Tadong	Tsh. Doma Bhutia

43.	Addl. Building at Ayurvedic Bldg.New Science Block	Tadong Area	Shri Pranai Chettri
44.	EduPSY Building	Bye Pass area, Gangtok	Narendra Kumar Pradhan
45.	GeoMASC Building	Bye Pass area, Gangtok	Gita Gurung
46.	New Building hired for the History dept	6 th Mile Tadong	Smt. Pema Ongmu Bhutia

1.1.2 - Head of the organization

Vice-Chancellor of the University.

1.1.3 - Vision, Mission and Key objectives

VISION:

- **Vision** -"To achieve intellectual, academic and cultural development of the people of Eastern Himalayas".

MISSION:

- "To provide quality higher education".

MOTO:

- "Quest Knowledge Wisdom"

Objective/purpose of the public authority:

The objects of the University shall be

- To disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit.
- To make provisions for integrated courses in humanities, natural and physical sciences, social sciences, forestry and other allied disciplines in the educational programmes of the University.
- To take appropriate measures for promoting innovations in teaching-learning process, inter-disciplinary studies and research.
- To educate and train manpower for the development of the State of Sikkim.
- To pay special attention to the improvement of the social and economic conditions and welfare of the people of that State, their intellectual, academic and cultural development.

1.1.4 - Function and duties

Duties of the public authority:

To create:

- A supportive campus climate, leadership and development opportunities and facilities to meet the needs of students and staff.
- Technology to advance educational purposes, including instructional technology, student support services, and life-long learning education.
- Commitment to share physical, human, information, and other resources in collaboration

with institutions of higher education in India and outside.

- To focus on inter-disciplinary, multi-disciplinary approach to teaching, learning and researching.
- To review and revise curriculum and courses periodically by bringing in latest development and getting feedback from faculty, students and other stakeholders including industry, business, corporate sector and community.
- To adopt more sensitive and reflective teaching pedagogy - participatory, interactive and collaborative approach to learning instead of lecture method; group discussion, peer learning, seminar courses, and applied approach to learning to guide academic agenda.
- To follow semester system and choice credit system, and system of evaluation to reflect not only subject contents learning but also the contribution made and experiences gained in the class.
- All programs are offered on the semester mode choice-based credit system (CBCS). Credit System (CBCS) has several unique features:
- Enhanced learning opportunities, ability to match students' scholastic needs and aspirations, students can choose subjects of study from other Schools, improvement in educational quality and excellence, innovation and comparability of educational programmes across the country, etc. All these curricular innovations of CBCS are aimed to achieve vertical integration of knowledge and holistic development of the modern day students suitable for the competitive globe. The CBCS eminently fits into the emerging socio-economic milieu, and could effectively respond to the educational and occupational aspirations of the upcoming generations. Aided by modern communication and information technology, CBCS has a high probability to be operationalized efficiently and effectively – elevating students, institutions and higher education system in the country to newer heights. 'Credit' defines the quantum of contents/syllabus prescribed for a 'course' and determines the number of hours of instruction required per week (including tutorials, term papers, assignments, practical work, classroom teaching etc).
- Curriculum and courses to meet challenges and opportunities thrown by internationalization of higher education.
- To build strong partnership and alliances with institutions of higher education, national and international.
- To promote international collaboration through Joint Degree, Joint Research Projects and Twinning Programmes.
- To be a center of attraction for foreign students by taking advantage of low cost, better facilities, democratic ethos and credibility of Indian higher education system.
- Sustainable development to be integral to the University's overall mission to nurture innovation in science & technology, computers & informatics, law & governance and support world-class research in areas such as energy and the environment that are important to us today in this region and the world.

1.1.5 - Organization Chart

Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (whichever is applicable).

The President of India shall be the Visitor of the University The following shall be the officers of the University, namely:—

- (1) The Chancellor;
- (2) The Vice-Chancellor;
- (3) The Pro-Vice-Chancellor;
- (4) The Deans of Schools;
- (5) The Registrar;
- (6) The Finance Officer;
- (7) The Controller of Examinations;
- (8) The Librarian; and
- (9) Such other officers as may be declared by the Statutes to be the officers of the University.

1.1.6 - Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.

Brief history of the public authority and context of its formation.

Sikkim University is a central University established by an Act of Parliament of India in 2007 and Accredited by NAAC in 2015. Sikkim University presently located at Gangtok, the capital town of Sikkim operates from several hired buildings located along NH-10. The main administrative office of the University is located at Samdur, 6th Mile, Tadong. The permanent campus of the University is coming up at Yangang in South Sikkim. The nearest airport and railway station are Bagdogra and New Jalpaiguri respectively. New Airport at Pakyong, East Sikkim.

List of services being provided by the public authority with a brief write-up on them.

Quality teaching – The University is committed to provide quality teaching to the students. The University has got infrastructure available to cater to latest developments related to subject and the faculty is competent enough to make best use of that.

Mentoring and counselling – Keeping in view the changing scenario, mentoring and counselling is provided wherever needed by the faculty to the students of the University. A fully counselling committee Samadhan has been established.

Research -The University will have a planning board to continually determine review and assess various policies of the University from the perspective of stakeholder. There will be institutional Mechanisms to regularly monitor and make suggestions for better performance. Constitution of such arrangement will have varied experiences and expertise drawn from outside as well as from inside the University. Reflection, experiences and opinions from Teaching faculty, students' community and support staff will form major input in planning, monitoring and evaluating University's performance.

Expectation of the public authority from the public for enhancing its effectiveness and efficiency-

To maintain decorum, law and order in and around the University.

Arrangements and methods made for seeking public participation/contribution.

As defined in the Central Universities Act-2006 No. 10 of 2007 and Statutes of the University, Ordinances of the University and notifications issued in pursuance of the decisions of the Executive Council.

Central Universities website- www.cus.ac.in

Act:

https://cus.ac.in/images/content/static/QuickLink/ActStatOrd/the_su_act.pdf

Ordinances- <https://cus.ac.in/images/content/static/QuickLink/ActStatOrd/firstSU-Ordinances-English.pdf>

Statues:

https://cus.ac.in/images/content/static/QuickLink/ActStatOrd/su_statutes.pdf

Mechanism available for monitoring the service delivery and public grievance resolution.

As defined in the Central Universities Act-2006, No.10 of 2007 and Statutes of the University, Ordinances of the University and notifications issued in pursuance of the decisions of the Executive Council.

Central Universities Act-

https://cus.ac.in/images/content/static/QuickLink/ActStatOrd/the_su_act.pdf

Ordinances- <https://cus.ac.in/images/content/static/QuickLink/ActStatOrd/firstSU-Ordinances-English.pdf>

Rules & Guidelines:

<https://cus.ac.in/index.php/en/su-rules>

Regulations:

<https://cus.ac.in/index.php/en/su-regulations>

Minutes of Meeting –

Executive Council- <https://cus.ac.in/index.php/en/mom-ec-e>

Academic Council- <https://cus.ac.in/index.php/en/mom-ac-2>

Finance Committee- <https://cus.ac.in/index.php/en/mom-fc-2>

Notification- <https://cus.ac.in/index.php/en/notification>

Office Orders- <https://cus.ac.in/index.php/en/office-order>

Circulars- <https://cus.ac.in/index.php/en/circular>

Morning hours of the office:

9.30 a.m.

Closing hours of the office:

5.30 p.m.

ORGANIZATIONAL CHART

AUTHORITIES OF THE UNIVERSITY
EC, AC, FC

