
GYALPOZHING COLLEGE
Royal University of Bhutan
Mongar; Bhutan



Royal University of Bhutan

STUDENT HANDBOOK
(2017)



“Whatever goals you set for yourself, as you go out to fulfill them, do so with the right values – values that enrich your own life and the lives of those whom you touch on your journey. Gain the wisdom to achieve your personal goals and ambitions in harmony with others as they strive to achieve theirs. Acquire the right skills and knowledge but remember that learning is a lifelong process. Utilize the experience that comes from your personal efforts as you go but do not forget to use the vast experience that exists in history.”

-His Majesty the King to the graduates at the Convocation of the Royal University of Bhutan, Thimphu, 15 July 20

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SECTION I- GENERAL INFORMATION

PURPOSE OF STUDENT HANDBOOK:

This Student Handbook has been designed to facilitate communication among the members of the college community. It answers the questions students ask frequently about services, programs, expectations and procedures. The material is intended to be a user-friendly resource to help students successfully transition to college life and become fully engaged in their educational experience. The Student Handbook should serve as a source of useful information that will help students understand their privileges, rights, and responsibilities. It is expected to contribute significantly to the continued high level of cooperative and constructive relationships between students and the various departments of the college. Such relationships help create strong leadership, responsible citizens, deepen loyalty, and promote high morale values.

Student Rights & Responsibilities

Gyalpozhing College holds that the student, upon enrollment, neither loses the right nor escapes the duties of a citizen. The student has a responsibility to self, the fellow students, to the laws of the land, and to the institution. The rights, responsibilities, and rules of students include:

RIGHTS

YOU HAVE A RIGHT TO:

- a. expect an education of the highest quality;
- b. develop potential to the best of your ability;
- c. inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students.
- d. a campus environment that is characterized by safety and order; and
- e. a fair and equal opportunities in your journey towards excellence.

RESPONSIBILITIES

YOU HAVE AN OBLIGATION:

- a. to be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community;
- b. of knowing that one's conduct reflects not only upon self but also upon the institution;
- c. to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education; and
- d. to respect the rights and property of others.

Background Information:

The Royal University of Bhutan established Gyalpozhing College at Mongar following the directive of the Royal Government of Bhutan issued through Executive Order MoE/EO/2017/4513 dated February 20, 2017. The College is mandated to offer the ICT based education programmes on the campus spread over an area of 62 acres of land engulfed by lush green mountains, located at Gyalpozhing in Mongar. The college aspires to be a Center of excellence in the field of ICT based programmes to meet the changing needs in this era of modern technologies.

The college at its initial stage will offer undergraduate programme in Bachelor of Computer Applications which will be taught by qualified, experienced and dedicated local and expatriate faculty members. Further, the college plans to offer more ICT programmes in immediate future which are more practical and skill-based where teaching-learning approach will be focused on learning by doing. The College will also eventually introduce some social sciences programmes that supports and enhances ICT education.

VISION

A Centre of Excellence in ICT education steeped in Values and Ethics

MISSION

- *To provide ICT education at tertiary level, of relevance and quality to fulfill the needs of the society.*
- *To carryout research to generated new knowledge and promote innovation in the area of Information and Communication Technology.*
- *To play distinctive role in ICT education through learning by doing*
- *To provide training and professional services for continuous enhancement of knowledge, capacity building and community development.*
- *To prepare the students at the forefront of IT knowledge to face challenges of emerging technologies.*

SECTION II- ACADEMIC AFFAIRS

ACADEMIC CALENDAR FOR THE YEAR 2017

July 2017	
July 12	Students report to the College
July 13	Registration and admission
July 14	Orientation
July 17-July 21	English writing and speaking abilities session
July 21	Programme committee Meeting
July 22	Student Leaders Election
July 24	Autumn Semester Classes begins
July 27	First Sermon of Lord Buddha

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September 2017	
11 September	Submission of Question Paper for mid-semester exam
11 September	Programme Committee Meeting
18 -22 September	Mid-semester Exam
September 23	Blessed Rainy Day
September 29	Declaration of result mid-semester result
September 30	Dassain

September 2017	
11 September	Submission of Question Paper for mid-semester exam
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September 23	Blessed Rainy Day
September 29	Declaration of result mid-semester result
September 30	Dassain

November 2017	
November 1	Coronation Day of His Majesty the King
November 10	Descending Day of Lord Buddha
November 11	Birth Anniversary of 4th Druk Gyalpo
November 13	Submission of Semester End Examination Question Papers
November 17	Last Day for Regular Teaching
November 22	Submission of Attendance Sheet
November 23	Submission of Continuous Assessments marks
November 24	Programme Committee meeting
November 25	Programme Board of Examiner
November 28	Semester End Examination begins

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November 23	Submission of Continuous Assessments marks
November 24	Programme Committee meeting
November 25	Programme Board of Examiner
November 28	Semester End Examination begins

December 2017	
December 6	Semester End-Examination Ends
December 9	Students leave for winter vacation
December 12	Submission of Marks to Exam Cell
December 14	Programme Board of Examiners Meeting
December 15	Institute Academic Committee meeting
December 16	General staff meeting
December 17	110th National Day Celebration
December 18	Teaching staff leaves for winter vacation
December 18	End-semester examination result declared

December 2017	
December 6	Semester End-Examination Ends
December 9	Students leave for winter vacation
December 12	Submission of Marks to Exam Cell
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December 18	Teaching staff leaves for winter vacation
December 18	End-semester examination result declared

ACADEMIC RULES AND REGULATIONS

1. *Assessment and Progression Rule*

1. 1 **Assessment of a Module and Progression**

1.1.1 To pass a module a student must obtain a minimum of 50% overall including both the continuous assessment and semester end examination. In addition, students must obtain a minimum of 40% each in continuous assessment and semester end examinations.

1.1.2 **A student will be awarded a mark of zero for non-submission of a component of course work.**

1.1.3 A student who has been absent from the examination or who has performed badly due to illness or other cause acceptable to the Board of Examiners shall be allowed to take the examination and it shall be treated as a first assessment. The Examination Committee of the college shall prescribe the modes of examinations.

1.2 Re-assessment and Repeat of a module

1.2.1 Reassessment is permitted to allow a student to make good an initial failure. It thus affords the student an opportunity to succeed in the failed component of a module (s) (coursework or end of semester examination) and ultimately gain an award

1.2.2 The Board of Examiners shall decide on the form of the re-assessment (e.g. written examination, viva voce, or an additional assignment, or any additional requirement which was not met), taking cognizance of the nature of the failed module and the nature of the failure. This may differ from the format of the first assessment and need not be the same for all students.

1.2.3 A student may be re-assessed in a failed module(s) provided that he or she:

- (a) has not failed in more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number of modules).

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- (b) shall not be re-assessed in a module more than once.
 - (c) Re-assessments should take place before, or at the commencement of the next academic semester.

1.2.4.A student who is re-assessed for a module failure, where there are no clear extenuating circumstances, shall be awarded no more than 50% on passing the re-assessment, this being the minimum pass mark.

1.2.5 A student shall be eligible to repeat failed module(s) where he or she:

- (a) has failed in the re-assessment of a module(s). In such an event, the student shall meet all assessment requirements of those modules. For students under this category, attendance in lectures is NOT mandatory.
- (b) has failed more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number of modules). In such an event the student shall meet all teaching, learning and assessment requirements of the failed modules. For students under this category, attendance in lectures is mandatory.

1.2.6 A student will be given the opportunity to repeat a module when it is offered at the first available instance.

1.2.7 A student will have to pay for the semester repeat at the rate prescribed by the University from time to time.

1.2.8 Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.

1.2.9 A student may repeat a failed module only twice. In the event a student fails a repeated module, he/she will not be eligible for reassessment.

1.2.10 A candidate, who has appeared in any examination conducted by the Board, may apply for re-checking on the prescribed pro forma along with prescribed rechecking fee of his answer scripts.

1.2.11 The work of re-checking does not include re-evaluation of answer scripts but is confined to rechecking of marks awarded for each question in the answer book together with re-totaling of marks.

1.3 Award of Grades

1.3.1 On completion of the programme, the following grades will be awarded to the successful candidates:

Judgment of performance	Marks
An outstanding performance	80% & above
Very good performance	70% - 79.9%
Average performance	60% - 69.9%
Satisfactory performance	50% - 59.9%
Fail	Below 49.9%

1.4 Requirements for Graduation

- Student has at least secured 50% in academic performance.
- Student has passed/ fulfilled specific programme requirements.
- Student has no pending disciplinary action in the college, RUB, the society and the country as per the discretion of concerned authority.
- The award is recommended by a Board of Examiners convened, constituted and acting under regulations approved by the Academic Board
- Student is a registered student of the University at the time of his or her assessment and has fulfilled all financial obligations to the University

(You are encouraged to read the Wheel of Academic Law available in the university website)

2. Academic Dishonesty and Plagiarism

- 2.1 If a student is found to have cheated or attempted to gain an unfair advantage, the Board of Examiners may

consider the student to have failed part or all of the assessment and to determine whether or not the student shall be permitted to be reassessed. Serious cases of cheating, plagiarism together with other forms of academic dishonesty such as impersonation, falsification of data, computer and calculation fraud, examination room cheating and bribery may also be referred for consideration through the individual college's disciplinary procedure and can result in a student being required to leave the college.

- 2.2 Students must ensure proper acknowledgement of borrowings from other sources, whether published or unpublished. Subject areas should provide guidance on how such borrowings should be acknowledged in a manner appropriate to that discipline. Plagiarism is defined as the presentation by an individual of another person's ideas or work (in any medium, published or unpublished) as though they were his or her own.
- 2.3. Staff are responsible for:
 - (a) teaching their students a system of referencing appropriate to the discipline and for ensuring their use in coursework.
 - (b) explaining that plagiarism and academic fraud are unacceptable, and will be penalized.
 - (c) student work to guard against such activities
- 2.4 The issue of plagiarism is dealt with in detail (regulation D4).

3. General Information & Guidelines

There shall be a Programme Board of Examiners who is responsible for the assessment and implementation of student progression in every semester. The Board consists of a Chair and members, who will be the faculty associated with the various modules of the programme.

3.1 Methods of Assignment

1. Case Analysis and presentation
2. Project Work (Individual or Group)
3. Assignments (pre-disclosed questions)
4. Supervised Class works
5. Seminars
6. Laboratory practical
7. Examinations

4. Examination Guidelines

4.1 Examinations

Students enrolled with the college will have semester examinations, except in few modules. Students are expected to complete the programme the total time span of six years for honors and five years for general degree. Students are required to qualify for each semester in continuous assessments and examinations separately. Revaluation is not allowed in the programme.

4.2 Responsibility to Attend Exam (for candidates)

- (a) Candidates are responsible for checking the dates, times and locations of their examinations from the examination schedules, and for presenting themselves for examination at the appointed place and time. Examination schedules will be announced /displayed by the Board of Examiners approximately three weeks prior to the first day of the examination.
- (b) Where all the part of the assessment for an examination is by means other than of a formally invigilated written examination, the module tutor will announce details of appropriate arrangements, and it is the candidate's responsibility to acquaint themselves with these details.
- (c) A candidate who is unable to attend an examination under normal conditions because of illness or any other extenuating circumstances, or who would be

significantly disadvantaged if required to do so, may be permitted to sit for the examination under special conditions. Such special arrangements which may include (if necessary) additional time, a re-scheduling of the examination, the use of dictating or other facilities, and/or the use of premises outside the examination hall, will be approved in advance by the Board of Examiners. In case of disability, the assessment regulation [E1 (4.6)] governing assessment will apply. Candidates requesting special arrangements on medical grounds will be requested to substantiate their request with a medical certificate or evidential documents.

- (d) A candidate is requested to notify the Board of Examiner in writing immediately if for any reason he/she is unable to sit for an examination because of illness, accident or other causes arising immediately prior to or during the examination. The candidate's letter must state clearly the examination in question, the cause of the absence or inability, and must enclose the relevant supporting documents for evidence (e.g. medical certificates) [E1 (6.3)]

4.3 Use of Material and Aid

- (a) Candidates will provide themselves with the necessary writing and drawing tools.
- (b) All questions in a written examination must be answered using only answer booklets, supplementary sheets and other materials and aids provided by the Board for that examination. Candidates at any examination, either written or practical, will not be permitted to have on their possession or to make use of any paper, books, notes, dictionaries, instruments, aids or other materials unless expressly authorized in the rubric of the examination

paper. Authorized materials and aids will be subject to inspection by the invigilator.

- (c) Where simple or scientific electronic calculators are permitted for use in an examination, these instruments should be non-programmable unless expressly allowed, hand-held, self-powered, and silent in operation. Candidates are responsible in ensuring that their calculators are in working order, and have a sufficient power supply, and that alternative means of calculating are available in the event that their electronic calculators fail during an examination.
- (d) Mathematical tables and all other materials provided by the Board of Examiners for use in examinations must not be removed by candidates from the examination venue.

4.4 Before the Examination

- (a) Candidates are required to bring along their student ID card/ examination entry card whenever they have an examination for verification purpose. Candidates who are unable to present their cards will not be allowed to write the examination.
- (b) Invigilators should ensure that only examination candidates and authorized examiners for the day are allowed to enter the examination venue.
- (c) Students should check their seat numbers, if any student cannot find his/her number/name on the seating plan; he/she should inform the invigilator once admitted into the examination venue.

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- (d) Candidates will be admitted into the examination venue at least 10 minutes before the commencement of an examination. Candidates who arrive late and are admitted will not be given extra time.

4.5 Entry to Examination Venue

- (a) Candidates will not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, candidate must remain abided by the instructions of the invigilator.
- (b) Candidates will not be admitted to the examination venue after 30 minutes of the start of the examination. In exceptional cases, provided no other candidate has left/withdrawn may be admitted at the discretion of the chief invigilator.
- (c) Even if the study materials and personal property are kept outside the examination venue, candidates must not to keep within the range from the seat to ensure that they do not copy or have access.
- (d) Candidates with watch alarm or other apparatus which could create noise should be switched off. Mobile phones and pagers will not be allowed inside the examination venue.
- (e) Candidates are not permitted to smoke, eat, chew and drink during the examination.
- (f) Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator and that it will not cause any unnecessary distraction to communicate to other candidates. A candidate who persists in causing disturbance to other can

didates after a warning may be required to discontinue the examination and leave the examination venue.

4.6 During the Examination

- (a) Candidates should first read the whole question paper before writing. If a wrong question paper is being handed out, or if the question indicates that other materials should have been given out, but have not been, candidates should inform the invigilators immediately. Candidates should pay attention to all general instructions and announcements of the presiding invigilator.
- (b) Candidates must write the module code, module title and enrollment on the front page of the each answer booklet.
- (c) No candidate will be permitted to leave the examination venue during the first 30 minutes of the examination.
- (d) A candidate wishing to leave the examination venue temporarily under special circumstances will be permitted to do so under the supervision of an invigilator.
- (e) If circumstances arise during examinations which, in the opinion of the Invigilator, render it necessary for examination to be cancelled or postponed, the invigilator will stop the examination and, as soon as possible, arrange for the written scripts to be collected and report the matter to the Board of Examiners.
- (f) When report is made under such circumstances, the Board of Examiners will investigate the matter reported and take action as may be necessary. In the event, an other examination is ordered to be held, a report will be made to the Academic Committee of the college.

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- (g) Candidates must leave their current student identity card/ examination entry card visible to the invigilators on their desks. (H1(4.8))

4.7 Conduct of Candidates

- (a) No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.
- (b) During an examination, candidates shall not communicate in any way with other candidates without prior approval of the invigilator, nor give or receive any information, material or aid to or from other candidates, or make use of any material or aid not specifically authorized for that examination.
- (c) Candidate who is found cheating or misbehaving will be asked by the Invigilator to discontinue the examination. Expulsion from the examination venues should occur only when it is felt that such disciplinary action is essential.
- (d) In case of any threat to invigilators within or immediately outside the examination venue, the entire examination of the candidate will be subject to cancellation.
- (e) In serious cases including plagiarism, the Board of Examiner through the University's disciplinary procedure has authority to fail the student in part or all the assessment.

4.8 Collection of Scripts

- (a) It is the responsibility of the candidates to ensure that all loose pages are securely fastened into the answer

sheet booklet and that all work which is to be considered by the examiners is handed in.

- (b) No work that is removed by the candidate from the examination venue will be accepted for consideration by the examiners.
- (c) At the end of the examination, candidates must remain in his/her place until the invigilator has collected the answer booklets. It is the responsibility of each candidate that his/her answer booklet is handed over to the invigilator.

4.9 Disturbance

In case of disturbance during the examination (e.g. very loud external noise), the invigilator may authorize additional time.

4.10 Disqualification

- (a) For the module concerned, candidate(s) or whole class will be disqualified under the following circumstances; consequently the answer booklets will not be evaluated and will be awarded zero mark.
- (b) Improperly obtain knowledge of the examination papers prior to examination.
- (c) Found to have any unauthorized article(s)/material(s) on/ in the examination desk or on his/her person.
- (d) Communicated or attempt to communicate with any person inside or outside the examination venue.
- (e) Use any unauthorized notes, books or electronic devices (e.g. Mobile phones, Electronic dictionary, Databank Watch)
- (f) Copy from the work of another candidate.
- (g) Leave and enter the examination venue without permission.

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- (h) A student may take re-sit examination for more than one module failed per semester.
 - (i) The examination for the module which is repeated will be done with the semester examinations in which he/she has failed.

4.11 Breach of Examinations Rules and Regulations – a candidate found to be in breach of examination regulations SHALL have all registered written examinations of that semester declared void i.e. declared failed by receiving zero in all examinations. This also applies to RA examinations.

4.12 Appeals

- (a) The Institute Academic Committee has the authority to make judgments on a student's ability to gain from continuing on the programme.
- (b) Students have the right to appeal the decisions of a Programme Board of Examiners. Such appeals will be processed in accordance with the procedures detailed by the Academic Board.
- (c) Students can request for recheck of their semester end examination answer scripts. The recheck will ensure that all sections of a student's responses are marked and that all marks are accounted for in the total. An administrative fee of Nu 200 per module will be levied. The fee will be reimbursed in the event of an error resulting in change in the marks of a student.
- (d) Academic staffs are required to submit to the Academic Appeal Committee any documentation relevant to a student's performance, including written reports from tutors, certificates of illness, or written 'warnings'. Such

material will be retained on a student's file so as to provide written evidence, should an appeal arise.

- (e) A student who opts to exercise his/her right to appeal the decision of a Programme Board of Examiners must present such an appeal with supporting documentation to the Secretary to the Academic Appeals Committee within fourteen days of the date of promulgation of the decision appealed.
- (f) The student's appeal should be supported by a medical certificate or other acceptable documentary evidence outlining the circumstances which have given rise to the appeal:
- (g) Students must ensure that medical certificates provide sufficient detail/information for the Academic Appeals Committee to assess the impact of the condition(s) cited.
- (h) A student may appeal against a decision of a Programme Board of Examiners on the following grounds only:
 - (i)
 - (i) That his/her performance in the assessment was adversely affected by illness or other factors which he/she was unable or for valid reasons unwilling to divulge before the Programme Board of Examiners reached its decision.
 - (ii) That the Programme Board of Examiners did not give sufficient weight to any extenuating circumstances previously notified to the Institute prior to the holding of the meeting of the Programme Board of Examiners.

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- (iii) that the examinations were not conducted in accordance with the current regulations as prescribed by the Programme Board and as approved by the Academic Board.
- (iv) that there was a substantial error of judgment on the part of the Examiners with the result that the assessment given was totally at variance with previous assessment and performance levels;
- (v) that there was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to the student's result.
- (j) Each valid appeal lodged with the Secretary to the Academic Appeals Committee within fourteen days of the date of promulgation of the decision appealed shall be referred to the Academic Appeals Committee.
- (k) Students lodging an appeal are required to submit a nominal fee of Nu 1000 (subject to periodic review) with their appeal documentation. The appeal fee is non-refundable.

5. Attendance

Attendance for classes is expected to be 100%. However, due to extenuating circumstances:

- A student must meet minimum of 90% attendance for each module calculated on the contact time for each module;
- 80% is set as the minimum attendance requirement to account for extenuating circumstances and other assignments of the college or University, beyond which no other arrangements will be made;
- Failure to meet this requirement shall result in failure of a module(s) and the students shall repeat the module again with payment when it is offered next.

SECTION III- STUDENT SERVICES

RESIDENCE /HOSTEL ACCOMMODATIONS

Students who are admitted on merit basis with full scholarship shall be provided the hostel accommodation. A monthly rent of Nu. 150/- per student from July 2017 shall be deducted from your monthly stipend of Nu. 1500/-.As a resident of the hostel/ college you are required to:

- (a) Help maintain an atmosphere of peace and safety of all hostel/college residents.
- (b) Participate in social works in the areas allotted by your respective councilors and Resident Tutorss.
- (c) Cooperate with the officials to help keep the areas clean and hygienic for healthy living.
- (d) Respect all the basic human principles of healthy living such as adhering to the norms established.
- (e) Take over the quarters and other facilities in writing.
- (f) Return the quarter, furniture and facilities before leaving the hostel or be accountable.
- (g) Report to your respective Resident Tutors or councilor if any problems are observed by any of the occupants.

To retain the privilege, you are required to pass every semester examinations. Repeaters will have to arrange their own accommodation and other living expenses (College will provide accommodation if available). Anyone abusing and damaging the college properties shall be subject to disciplinary actions. Residents will need to replace any item damaged after occupation and bear the cost of power consumption beyond the specific limit for different quarters/hostels.

Student Mess

Residents have to avail 'Common Mess' facility. Common Mess is the mess facilities provided by the college. You can avail this facility during your entire stay in the college. Moreover, it's mandatory for all the first year residents to take part in the Common Mess at least for two semesters for administrative reasons.

A mess bill of Nu. 1200/- per head per month shall be charged from the common mess participants. This is subject to review from time to time depending on the economic conditions and food quality requirements.

Dining hall norms:

- (a) Come in formal dress
- (b) Help the kitchen staff to maintain cleanliness
- (c) Dispose the waste properly
- (d) Not take the food outside the dining hall
- (e) Approach the officials for any problems
- (f) Help maintain a maximum level of decency inside the dining hall

MESS TIMINGS			
Breakfast	Lunch	Dinner	Days
7:00 - 8:30AM	1.00 - 2:00 PM	7.00 -8.00 PM	All days

Hostel Resident Tutors/Resident Tutor

The immediate person to contact for any problems and queries in the hostel premises are the hostel Resident Tutorss and councilors. They will supervise, counsel and provide any other necessary support services needed by any residents.

Mobile phones/ Paging Devices, and Other Electronic Devices

The use of cell phones and electronic gadgets are not permitted in the following places:

- (a) Classrooms
- (b) Library
- (c) Examination Hall
- (d) Formal sessions in the auditorium and
- (e) Formal meetings

Academic Block and office

All the offices including President, Deans, teaching & non-teaching staff and classrooms are located in the adjacent buildings. The office is numbered and name plates attached on the doors for any queries and discussions.

Dress Code

Proper national dress code must be observed while you are at the academic block, auditorium, dining hall, prayer hall, computer labs and libraries.

Computing Facilities

The College has two main computer labs with 40 computers each with internet connection. The labs are designated mainly for practical session demanded by different IT modules. The students can use the lab for accessing sources for assignment, typing assignments, preparing presentation, and so on.

Internet Facilities

The entire campus is connected to internet facilities through wifi connection. Each student will be allowed to connect to wifi internet for maximum of two devices only.

Class Tutorial Rooms

The College has adequate classrooms designed to accommodate 30 to 50 students. The classrooms are furnished with expensive furniture and graffiti on furniture and walls are strictly prohibited.

Library

The Libraries are a vital component of intellectual life on campus. The modern academic library is not simply a collection of books. Here, we foster scholarly engagement; encourage critical inquiry; and celebrate a diversity of experiences, interests and thought. In addition to an impressive breadth of books,

journals, and databases, we also have newspapers, magazines and more. It also has a space for study with well-furnished facilities. Students can borrow certain numbers of books at a time and return it to the library on or before the stipulated due dates. The college library is managed by an experienced librarians.

Library timing is as follows:

Monday to Friday : 8am to 10 pm

Saturday : 8am to 5 pm

Sunday/Government Holidays : Closed

However, the library is open from 8 AM to 12 AM (midnight) one week before the exams and during the examination time.

Prayer Sessions

All the students are required to attend the prayer session in the prayer hall as per the schedule prepared by the Prayer Coordinators. An appropriate fine decided by the committee is levied for the absenteeism. The fine collected will be deposited with the College Accounts section. This money is used during the religious rituals organized in the college.

Games and Sports Facilities

The college has adequate sport facilities like badminton, basketball, football and volleyball courts. In order to provide wholesome education to students, the college gives importance to all games and sports activities.

Morning Assembly

Morning assembly is considered one of the important activities of the college. It is the only time where all students and lecturers come together for a moment to pray and share thoughts and experiences. It is also used as the forum to disseminate important information and announcements. Therefore, it is compulsory for all the students to participate in it and attendance will be taken and credited.

Consultation and Counseling

Every individual should be treated with respect in and around the college premises. An individual can appeal against offences imposed by another individual group. You may approach to any student leaders, Resident Tutorss and deans regarding any matter or problems for consultation and support services.

Outstation Leave

Outstation leave shall NOT be granted to any students under normal circumstances. Students need to make their own assessment and rational decisions whether to attend the classes or to stay away. You may take the following guidelines to prevent the future problems that may arise out of the leave procedures:

- (a) For students who need major medical attention or need to attend to direct family members in unavoidable conditions, formal leave has to be approved **BEFORE YOU LEAVE THE CAMPUS** by the approving authority concerned.
- (b) Leave for all project works, field visits and any other academic outstation leave after following the due process and verification shall be approved by the Dean, Academic Affairs.
- (c) Non – academic leave shall be approved by Dean of Student Affairs during office hours (9.00 am – 5pm). Resident Tutor concerned shall approve leave during emergency and odd hours (weekends, Sundays and government holidays). Leave form must be submitted by the Resident Tutors to the office of Dean, Student Affairs.
- (d) Medical prescriptions (photocopied) should be submitted within three working days of joining the college as evidence.
- (e) All your processed leave forms are then forwarded to the College Academic Committee for computation on monthly basis. Any issues arising from the un-processed leave forms will not be the responsibility of the leave approving authority.

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- (f) OPD slip from the Gyelposhing hospital shall NOT be considered for medical leave and class attendance.
 - (g) Standard Leave forms are available in the book store within the college premises.

SECTION IV – COLLEGE RULES & REGULATIONS

The aim of the College is to produce people with strong values and ethics. It not only promote academic excellence and serve as a center of excellence, but also produce ideal citizens of the country who are honest, loyal, responsible, self-disciplined, compassionate, persistent and accountable. The rules and regulations of the college have been formed keeping these values in mind. The students of the college are expected to honor and abide by the rules and regulations of the college. Failure to comply with the college rules and regulations will be dealt according to the college's offences and sanctions contained in this book.

OFFENCES & SANCTIONS

1. HOSTEL NORMS

1.1 SANCTITY OF THE HOSTEL

- (a) The hostels, being a part of the college premises, deserve a sacred status.
- (b) Residents will not indulge in any illegal and unethical activities in the hostel premises.
- (c) All the residents should be present in their respective rooms at 9. 00 PM sharp on all days including Sundays and government holidays and at 9.30 PM sharp on Saturdays.
- (d) Students working late in the library and the laboratories must sign in the register maintained in the library and computer labs.
- (e) Silent hours (meant for academic works) will be observed starting from 8.00 pm. Playing musical instruments / music and creating any form of noise causing disturbance to others is discouraged. Residents will respect each other's privacy, rest hours and peace of mind.

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- (f) The boys' hostels are out of bound for girls and the girls' hostels are out of bound for boys.
 - (g) Residents will assist and support councilors and Resident Tutors in co-coordinating all events and functions of the hostels.
 - (h) A pet animal inside the hostel is not permitted for administrative and health reasons. Any resident not following this regulation shall be asked to vacate the room immediately without any explanation.

ROOM ALLOTMENT AND FACILITIES

- (a) Room allotment for residents will be done based on the lucky-dip basis. Thereafter, no students will be allowed to change the room.
- (b) Maintenance and replacement of basic room facilities like bulbs, tube-lights, sockets and furniture will be the responsibility of the inmates once provided by the college.
- (c) Residents will have the right to access common recreational facilities such as TV, indoor and outdoor games facilities etc. All residents will be individually or jointly held liable for any damages of the college property.
- (d) Residents will not take off common room fixtures and fittings.
- (e) No nails and other equipments that causes damages to structure will be allowed.
- (f) The cost of repair/maintenance of the damaged structure will be met from the Security Deposit of the inmate/s

MAINTENANCE AND CLEANLINESS OF THE HOSTELS

- (a) Two elected students from each hostel will act as the hostel councilors for that particular hostel.
- (b) The councilors will carry out their roles and responsibilities prescribed by the college management.

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- (c) There will be compulsory Socially Useful Productive Work (SUPW) once a week on Saturdays starting at 9 am.
 - (d) No residents will cook in the hostels except in the designated places.
 - (e) Residents will not bring the mess food into the hostels without prior permission from the Resident Tutors.
 - (f) Use of tobacco and alcohol products in the college premises is strictly prohibited.

HOSTEL SECURITY

- (a) Residents are advised to keep valuables under lock and key at all times.
- (b) The movements of the residents are restricted after the silent hours except on genuine grounds.
- (c) All residents and Resident Tutors shall be responsible for the overall security of the hostels. Any suspicious activities / strangers noticed within the campus shall be intimated to the person concerned and the college management immediately.
- (d) Residents are not allowed to own or possess automobiles of any type for safety and disciplinary reasons.

VISITORS TO THE HOSTEL

- (a) Any visitor including parents may visit the hostel with due permission from the Resident Tutors.
- (b) For overnight stay by visitors in the hostel, prior approval of the Resident Tutors is required.
- (c) Visitor must be mentally sound and not be under intoxication. She/he must not bring in any intoxicative substances (alcohol, drug etc.) and weapons of any kind.
- (d) The hosts concerned will be fully responsible for any misconduct / offence that may arise because of visitor.

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VARIOUS CHARGES

- (a) Residents will have to pay non-refundable Nu. 100/ per annum for Hostel Fund which is used for common activities. Balance amount, if any, shall be carried forward to the following year.
- (b) Accounts will be maintained by the Resident Tutors and councilors jointly. Resident Tutors and councilors are responsible and accountable to their members and subject to verification and audit. Collection and expenditure report jointly signed by the members shall be displayed from time to time.
- (c) Residents will also be obliged to contribute as and when required for any college activities decided by the college management from time to time. Any unauthorized collection within the college campus is not permitted strictly and may be reported to the college management immediately.

CHECK-IN AND CHECK OUT PROCEDURE

- (a) At the time of entry, resident will sign the check-in form in presence of Resident Tutors after proper verification.
- (b) A resident vacating hostel permanently will get his/her room checked by the Resident Tutors. A clearance certificate has to be signed by Resident Tutors only when hostel facilities are returned and dues cleared.
- (c) Resident Tutors and other college management team may, at any time, without serving notice visit the rooms for administrative reasons.
- (d) No residents will leave the college campus without prior permission from the college authorities.

Sanctions: Depending on the gravity of the offences, Resident Tutors and councilors will have the discretionary power to take appropriate actions, which may include forwarding the case to the discipline committee.

FALSIFICATION AND COMPLIANCE

FALSIFICATION

Falsification means willfully providing University offices or officials with false, misleading, or incomplete information.

Refusal to Identify and Comply

Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official(s).

Sanctions: Depending on the gravity of the offences, person concerned will have the right to take appropriate action, which may include referring the case to the discipline committee

GENERAL SECURITY

Threatening, Harassing, or Assaultive Conduct

Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person.

Threatening, Harassing, or Assaultive Conduct is a punishable offences.

Disorderly Conduct/Disruptive Behavior

Disorderly conduct means engaging in conduct that incites or threatens to disturb others including disrupting disciplinary procedures; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions; behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning.

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Illegal or Unauthorized Possession or Use of Drugs or Alcohol

Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally.

Unauthorized Use of University Facilities and Services

Unauthorized use of University facilities and services means wrongfully using University properties or facilities.

Illegal or Unauthorized Possession or Use of Weapons

Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

Theft, Property Damage, and Vandalism

Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Unauthorized Access

Unauthorized access means accessing without authorization of University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Hazing

Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), with ill intention against fellow students, or disrespect for public property or under the influence of alcohol/drugs or anger.

Rioting

Rioting means engaging in, or inciting others to engage in,

harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the University rules and regulations or direction of authorized University official(s).

Ragging

Ragging means any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or being rude to any individual; indulging in rowdy or undisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm; to raise fear or apprehension thereof in any student and which has the effect of causing shame or embarrassment that adversely affects the psyche of the other student.

Unauthorized Association

Unauthorized Association means formation of group(s) with ulterior motives that would create disharmony in the community.

Sexual Harassment

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Rape

Rape is forced sexual intercourse; sexual assault; sexual intercourse between an adult and a minor. Rape may be heterosexual (involving members of opposite sexes) or homosexual (involving members of the same sex). Rape may also include forced oral sex and other sexual acts.

Violation of National Laws

Violation of national laws means engaging in conduct that violates a National or state law, including, but not limited to, laws

governing alcoholic beverages, tobacco, drugs, gambling, sex offenses, indecent conduct, or arson.

Sanctions: Depending on the degree of the offences, person concerned will take the appropriate actions, which may lead to referring the case to the discipline committee.

APPREHENSION BY POLICE

- 4.1 Any student on the ground of suspicion apprehended by the police shall be subjected to the College Disciplinary Committee process upon intimation by police. The College Disciplinary Committee has the right to investigate further and impose sanctions for breach of college rules and regulations. A copy of the report shall be retained in the personal file and their parents informed.
- 4.2 If a student is forwarded to the court of law by the police as per the legal provisions of the land for any crimes and if he/she is convicted and proven guilty, he/she SHALL NOT be reinstated as a student of this college. If he/she is not proven guilty, he/she shall be reinstated. However, the College Discipline Committee has the right to investigate further for breach of college rules and regulations. A copy of the report shall be retained in the personal file and their parents informed.

ALCOHOL

Consumption or abuse of any alcohol related products

Sanctions: May include verbal and written warning, counseling, meditation, restitution. (Any offence committed under the influence of alcohol will be dealt under the appropriate sanctions).

DRUGS

Illegal or unauthorized possession or use of drugs means possessing or using drugs illegally or where applicable, without proper college authorization.

Sanctions: Refer directly to the discipline committee.

PREGNANCY

If the college management has sufficient evidence that a female student is pregnant during the course of the study programme, she shall be asked to leave the college immediately. She can report back after 3 months from the time of delivery. No study span period will be considered.

APPEAL PROCEDURES

Students shall have the right to make an appeal for the decision passed by the College Discipline Committee. The appeal must be submitted in writing to the Chairperson of the Discipline Committee within 5 working days from the date the office order is issued.

Once the case is referred to the discipline committee, the sanctions may include one or more of the following:

1. Counseling, meditation and discussion and advice
2. Verbal Warning
3. Written warning
4. Withdrawal of the facilities including hostel facilities
5. Restitution
6. Compliance
7. Legal parental undertaking
8. Suspension
9. Handing over to the appropriate agencies
10. Termination

Note:

The college discipline committee reserves the right to:

1. Review the Rules and Regulations as and when required
2. Take appropriate action for the offences not covered in any of the clauses above.
3. Refer the earlier records of the defaulters when required

This Rules and Regulation comes into effect from Autumn Semester July 2017.

CONTACT DETAILS

1. Lhato Jamba

President

Contact no: 17645167/ 04-744118

Email: lhatoj@gmail.com

2. Lhendup Dorji

Dean, Student Affairs

Contact no. 17645276/ 04-744119

Email: lhendup74@gmail.com

3. Tshering

Dean, Academic Affairs

Contact: 17807651/04-744117

Email: tsheringgc@gmail.com

4. Resident Tutor- Khandroling (Girls)

Name: Chimi Dema

Contact No. 17462322

**Gyalpozhing College
Royal University of Bhutan
Mongar Bhutan**



Royal University of Bhutan

**STUDENT HANDBOOK
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