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GYALPOZHING
COLLEGE OF INFORMATION TECHNOLOGY



Gyalpozhing College of Information Technology
Royal University of Bhutan
Kabijisa, Thimphu ; Bhutan

Student Handbook
(2024-2025)



“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

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, and 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) 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

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CHAPTER 1

1.1 Background Information

The Royal University of Bhutan established Gyalpozhing College in Mongar following the directive of the Royal Government of Bhutan, issued through Executive Order MoE/EO/2017/4513 on February 20, 2017. The college is mandated to offer ICT-based education programs on a 62-acre campus, nestled amidst lush green mountains in Gyalpozhing, Mongar. With a vision to become a center of excellence in ICT education, the college aims to equip students with the skills needed to thrive in the rapidly evolving world of modern technology.

Currently, the college houses two schools—the School of Computer Science and the School of Interactive Design & Development. The School of Computer Science offers a four-year Bachelor of Computer Science program with specializations in AI Development & Data Science, Blockchain Development, and Full-Stack Development. Meanwhile, the School of Interactive Design & Development offers a four-year Bachelor of Interactive Design & Development program.

As of August 2023, the college has relocated to its new campus in Kabjisa, Thimphu. The new campus is situated in a serene and picturesque setting, high up in the hills. From here, students can gaze down upon the scenic Dechenling valley, while being surrounded by lush green trees and breathtaking snow-capped mountains. This tranquil and inspiring environment provides an ideal atmosphere for learning, growth, and an unforgettable student experience.

1.2 Governance

1.2.1 Vision

Our vision is to be a leading institution in software technology and interactive design that produces future ready graduates with commitment to academic excellence, innovation, and social responsibility.

1.2.2 Mission

Our mission is to empower the tech generation of learners with cutting-edge skills and knowledge in modern software technology and interactive design, and equip our students with expertise,

practical skills, and values necessary to become contributors and leaders in the technology and design industry.

CHAPTER 2

ACADEMIC AFFAIRS

2.1 Academic Year

The academic year is divided into two semesters: The Spring Semester (February to June) and the Autumn Semester (July to December). For detailed information on the College Academic Calendar, please visit the College website at www.gcit.edu.bt

2.2 Academic Rules and Regulations

2.2.1 Attendance Requirement

A student must maintain a minimum of 90% class attendance in each module registered for the semester. A student whose attendance for a module falls below 90% will:

- be allowed to take the semestral examination and be given either a Pass (P) or Fail (F) grade in that module; or
- be given either a Pass (P) or Fail (F) grade in a continuous assessment module.

2.2.2 Module Grade System(GPA)

- Under the new credit accumulation modular system, students will take a selected number of modules and accumulate credit units for those modules they have passed.
- Modules are assessed immediately upon completion of the required academic work at the end of a semester. There will be two semesters in an academic year.
- Students who are unsuccessful in the semestral modules need only to repeat the failed modules in the next semester. Students shall repeat the module again with payment when it is offered next.
- The grade point system introduced as follows:

Grade	Descriptor	Marks Range	Grade Point
A	Excellent	≥ 80	4.0
B+	Very Good	75 to < 80	3.5

B	Good	70 to < 75	3.0
C+	Good Credit	65 to < 70	2.5
C	Credit	60 to < 65	2.0
D+	Good Pass	55 to < 60	1.5
D	Pass	50 to < 55	1.0
F	Fail	-	0.0

There are two GPA figures that will be computed:

Semester GPA = $\frac{\text{Sum (module credit units} \times \text{module grade point)}}{\text{Sum (module credit units)}}$

The sum of (module credit units) for modules examined includes failed modules in the semester. Cumulative GPA = $\frac{\text{Sum (grade point} \times \text{credit units)}}{\text{Sum (module credit units)}}$ For example:

Semester 1 Modules	Credit Units	Grade Points	Grade
Fundamental of Programming	12	3.5	B+
Fundamental of Computing	12	2.0	C
Front End Web Development I	12	2.5	C+
Modern Database Design	12	3.0	B
Dzongkha Communication	12	4.0	A

$$\text{Semester 1 GPA} = \frac{12 \times 3.5 + 12 \times 2.0 + 12 \times 2.5 + 12 \times 3.0 + 12 \times 4.0}{12 + 12 + 12 + 12 + 12}$$

Semester 1 GPA= $\frac{42+24+30+36}{48} = \frac{132}{48} = 2.75$

Semester 2 Modules	Credit Units	Grade Points	Grade
Back End Web Development	12	0.0	F
User Interaction Design	12	2.0	C
Mathematics for Programming I	12	2.5	C+
Mini Project I	12	3.0	B
Academic Skills	12	1.0	D

Semester 2 GPA= $\frac{12 \times 0.0 + 12 \times 2.0 + 12 \times 2.5 + 12 \times 3.0 + 12 \times 1.0}{12+12+12+12+12} = \frac{102}{60} = 1.7$

Semester 2 GPA= $\frac{0+24+30+36+12}{60} = \frac{102}{60} = 1.7$

Cumulative GPA= $\frac{180+102+60}{240} = \frac{342}{240} = 1.425$

Semester 3 Modules	Credit Units	Grade Points	Grade
Front End Web Development II	12	3.5	B+
Applied Data Structures and Algorithms	12	2.0	C
Agile Software Engineering Practice	12	2.5	C+
Elective I	12	3.0	B
Analytical & Critical Thinking and Writing	12	4.0	A

$$\text{Semester 3 GPA} = 12 \times 3.5 + 12 \times 2.0 + 12 \times 2.5 + 12 \times 3.0 + 12 \times 4.0 \div 12 + 12 + 12 + 12 + 12$$

$$\text{Semester 3 GPA} = 42 + 24 + 30 + 36 + 48 \div 60 = 3.000$$

$$\text{Cumulative GPA} = 180 + 102 + 180 \div 60 + 60 + 60 = 462 \div 180 = 2.567$$

- In the third semester, the failed module from the second semester would be included in the calculation of the Cumulative GPA.

2.2.3 Semester progression

- To receive a degree in Bachelor of Computer Science, a student must pass all the modules offered in the programme.
- To pass a module, students must obtain a minimum mark of 50% overall in both the continuous assessment and the final examination components.
- Under the new credit accumulation modular system, students will take a selected number of modules and accumulate credit units for those modules they have passed. Modules are assessed immediately upon completion of the required academic work at the end of a semester.

2.2.4 Forwarding Modules

- Students may forward modules even if they failed 3 or more modules in the semester.
- In the syllabus of the new curriculum, there are 2 kinds of prerequisites for modules to determine whether the student can forward the module:
 - a. One of them requires the prerequisite module to be passed.
This kind of prerequisite demands a strong coupling of knowledge between 2 modules. Without thorough understanding of the prerequisite module, there is a high probability that students will not be able to cope with the new module.
 - b. Another requires the prerequisite module to be taken.
This kind of module requires just fundamental understanding of the prior module, and it is deemed enough for students to cope with the new forwarded module.
- If students who have failed prerequisite modules are not allowed to forward the modules that require passing those prerequisite modules.
- They are however able to forward modules that do not have a prerequisite or have a prerequisite that requires 'taken'.

2.2.5 Number of Modules to forward

- The total credits units that students can take in one semester is 60 which is equivalent to 600 hours. Depending on the design of the curriculum, there could be modules with 6 credit units (cu). In that case, students may forward more than 1 module and keep the total cu in the semester within 60 cu.

2.2.6 Re-assessment

- The new curriculum will adopt a modular system approach, students who have failed the module are required to repeat the module in subsequent semesters until they pass.

2.2.7 Repeat Module(s)

- A student shall register for a module repeat either when he/she has failed in a module that the student is taking.
- When a student repeats the module, the student shall be required to meet all assessment requirements of those modules when the module is offered in the subsequent semester. For students under this category, attendance in lessons is mandatory.
- A student shall be given the opportunity to repeat a module when it is offered at the first available instance.
- Where a module is repeated, the mark obtained will add into the current GPA which will be part of the overall cGPA.
- A student may repeat a failed module up to two times.

2.3 Academic Dishonesty and Plagiarism

2.3.1 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.

2.3.2 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.

2.3.3 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

2.3.4 The issue of plagiarism is dealt with in detail (KIV)

2.4 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.

2.4.1 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
 - a. For evidence (medical certificate)

2.5 Examination Guidelines

2.5.1 Examinations

Students enrolled with the college will have semester examinations, except in a few modules. Students are expected to complete the programme with a 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.

2.5.2 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 parts 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 (2.5.6)]** 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

2.5.3 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 in 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.

2.5.4 Before the Examination

- a) Candidates are required to bring along their student ID card/ examination entry card whenever they have an examination for verification purposes. 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.
- 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.

2.5.5 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, candidates 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 keep within the range from the seat to ensure that they do not copy or have access.
- d) Candidates with a 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 candidates after a warning may be required to discontinue the examination and leave the examination venue.

2.5.6 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 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 a 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, another examination is ordered to be held, a report will be made to the Academic Committee of the college.
- g) Candidates must leave their current student identity card/examination entry card visible to the invigilators on their desks. (H1(2.5.8))

2.5.7 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 Examiners through the University's disciplinary procedure has authority to fail the student in part or all the assessment.

2.5.8 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.

2.5.9 Disturbance

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

2.5.10 Disqualification

- a) For the module concerned, candidate(s) or the 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.
- h) A student may take a 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.

2.5.11 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.

2.5.12 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 staff 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) 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.

(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.

- i) 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.
- j) 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.

CHAPTER 3

STUDENT SERVICES

3.1 On- campus accommodation

Gyelpozhing college has 6 on campus centrally catered residential accommodation with free unlimited Wi-Fi. 2 female and 4 male resident halls. The students have to pay a monthly rent of Nu. 250/- and is deducted from their monthly stipend.

3.2 General Rules and Regulations for Residents

1. Help maintain an atmosphere of peace and safety for all residents
2. Avoid changing halls and rooms allocated without prior permission
3. Avoid being away from respective halls and rooms without prior permission
4. Participate in social work in the areas allotted for the purpose
5. Sale and Consumption of alcoholic drinks, psychotropic substances narcotics and tobacco products including e-cigarettes are not permitted in residence halls and on campus. Violators will be levied stringent disciplinary sanctions.
6. Use of resident hall facilities/resources for commercial activity is strictly prohibited unless it is an approved venture associated with a living-learning community. Violation will result in stringent disciplinary action.
7. Gambling of any form is prohibited in the residence halls and on campus. Violation will result in stringent disciplinary action.
8. Items that imitate weapons, fireworks, fuel or fuel containers, open flame, unapproved cooking appliances, Wi-Fi-enabled locks or cameras on doors are strictly prohibited in the residence halls and on campus. Violation will result in stringent disciplinary action including termination

9. All residents are required to attend classes, meals, prayer sessions, morning assemblies and other college functions on time.
10. Resident Halls are prohibited to entertain students of the opposite gender. Violators will be subjected to disciplinary sanctions.
11. Courtesy hours are always in effect; residents must respect requests for quiet. Music, instruments, and conversations should consider others' rights. Quiet hours are from 9:00 PM to 6:00 AM, both in hostels and outdoor areas.
12. All residents must be in their rooms by 9:00 p.m. unless attending campus activities (e.g., cultural shows, movies, academic events). They must return within 30 minutes after the event ends. Residents working late in labs should inform their respective SSOs.
13. Bicycles, scooters, and all two-wheelers and four-wheelers are prohibited. Violations will result in confiscation.
14. Cell phones and virtual assistants, including cameras and video functions, are strictly prohibited in toilets, bathrooms, and private rooms. In-room virtual assistants require consent from all roommates. Violations will result in severe disciplinary actions, including termination.
15. Graffiti on the walls of the corridors, doors of common rooms and toilet walls and doors are prohibited. Damages done will be borne by all the residents of the particular hostel floor.
16. The use of sports equipment (e.g., balls, skateboards, rollerblades) is prohibited inside residence halls to prevent personal injury, property damage, and disruption.
17. Report any repairs, furniture requests, or maintenance needs to the concerned SSO, who will inform the estate team through the GCIT Help Desk Online.
18. Permission to remain off-campus overnight on weekends has to be sought from the respective SSO.
19. Lights should be switched off and water taps closed when not in use.
20. Residents are permitted to use one room heater per room during winter. The heater must have a voltage specification of 220-240V and a power of 2000W.
21. Each semester will begin with a room check-in and end with a check-out. Students will be responsible for compensating any damages to the inventory.
22. Please report to the SSO/Residence councillors if there are any disturbances or issues caused by a fellow resident or an outsider
23. All residents are accountable for their belongings and should ensure all valuables are securely locked at all times.
24. The College Management retains the authority to access hostel premises for essential repairs, maintenance schedules, redecoration, safety inspections, and disciplinary checks.

25. Each hostel shall establish and maintain a hostel fund, to be collected annually from each resident. The amount to be collected shall be determined by the SSO and the Resident councillors.
26. All students are required to wear the designated GCIT student lanyard while on campus.
27. Please be prepared to vacate the residence if requested to do so.

3.3 Guest (s) Policy

1. A guest is defined as someone who is not a registered resident of a particular resident hall for students
2. All guests (except students enrolled at GCIT College) must seek approval from the SSO to enter the hall at all times.
3. Visitors of the opposite gender are prohibited at all times
4. No Guest is allowed to stay overnight on campus.
5. The Office of Student Services may impose a restricted visitation period on non-University guests in response to a critical incident affecting campus safety. Failure to comply will result in stringent disciplinary sanctions.

3.4 Pet Policy

1. For safety and health reasons, residents are not allowed to keep pets in their rooms or common areas of the residence hostels.
2. Additional reasons include the difficulty of providing proper care throughout the academic year and potential cleanliness issues affecting rooms, floors, or residential areas.
3. students who are instructed to remove a pet but continue to keep it will be fined Nu. 200/- per day for each day the pet remains after notification and may result in further disciplinary actions.

3.5 Leave policy

3.5.1 Weekdays Leave

3.5.2 Weekend leave

3.5 Room allotment and facilities

1. The Student Service Officer will oversee the room allotment for residents
2. Any resident, whose roommate has checked out under any circumstances, is required to accept a roommate or shift to another room as decided by the SSOs.

3. Once provided by the college, residents will be responsible for the maintenance and replacement of basic room facilities such as bulbs, sockets, and furniture.
4. All residents will be individually or jointly held liable for any damages of the common facilities like the toilets and bathrooms.
5. The SSO and other members of the college management team may visit the rooms at any time to verify equipment and materials for administrative and for maintenance purpose.
6. It will be up to the SSO to decide on keeping the empty rooms for other purposes if the room is available.

3.6 Maintenance and Cleanliness of the Hostel

1. Weekly participation in Socially Useful and Productive Work (SUPW) sessions is mandatory. Students who fail to participate will be required to compensate for the missed work, and may receive cautionary letters and disciplinary sanctions for repeated violations.
2. The residents are responsible for the cleanliness of their rooms at all times.
3. The common used areas like the toilets and bathrooms must be maintained clean at all times

3.7 Residence Hall Check-in/Check-out Procedures

1. At the start of each semester, students will complete a room check-in, and at the end, a check-out with the student service officer.
2. A clearance certificate has to be signed by the SSO and the resident Councillor when residence dues are cleared
3. Residents have to pay for any damage to the properties
4. No resident shall leave the college campus without prior permission from the college authorities. During check out, the student should inform the concerned resident councilors and SSO.
5. Room and residence hostel changes will only be allowed before the start of a new academic session, with exceptions made for emergencies.

3.8 General Rules and Regulations for Mess Facility

1. The College Mess Committee is responsible for fixing and revising the menu. The committee is mindful of a balanced diet for the students.
2. All residents are responsible for the cleanliness and disposal of food waste.

3. Students are not permitted to enter the kitchen, except for committee members and only when necessary.
4. All residents are expected to be courteous and exhibit dining etiquette.
5. Residents are not allowed to take meals into their rooms. However, if confined to bed due to illness, they must obtain permission from the resident councillor or mess coordinators for food to be brought to their room.
6. The mess timings should be followed strictly to enable the kitchen staff to provide good services
7. Fine or disciplinary actions will be imposed against the defaulters.

3.8.1 Mess Timings

Days	Breakfast	Lunch	Dinner
Monday to Friday	7:30 am – 8:30 am	12:30 pm -2:00 pm	7:00 pm - 8:00 pm
Weekend & Govt. Holidays	7:00 am- 9:00 am	12:00 pm -1:00 pm	7:00 pm – 8:00 pm

3.8.2 Mess committee

The mess committee will consist of the mess in-charge, mess coordinators, and representatives from first, second, and third years.

3.9 Residence Security

1. Residents are advised to keep their valuables under lock and key. The college will not be responsible for the belongings of the residents.

2. All residents, resident councilors and respective SSOs will be responsible for the overall security of the residences. Any suspicious activities/strangers noticed within the campus should be reported to the respective SSO and any staff immediately.

3.10 CCTV

1. The college administration has installed CCTV cameras at the entrance of the residential hostel to keep the residence halls secure and for the maintenance of discipline in various resident halls.
2. The concerned staff will monitor the CCTV as needed, with a request for assistance from the ICT office
3. They are not meant to interfere with the privacy of the residents but to strengthen the security of the campus, which simply cannot be managed by security guards alone.

3.11 College Emergency vehicle

The College owns three vehicles: two Coaster buses and one Toyota Hilux. These vehicles are available for use in activities directly related to the College's academic functions, with prior approval from the Administrative Officer. They can also be utilized in medical emergencies or for approved field trips.

3.12 Student Identity Card

The student will be provided with a printed student identity card (ID) by the college. This identity card can be used when availing any services from the college. If the student happens to lose the ID card, they will have to pay Nu. 200 for reprinting it for the first time and Nu. 400 for reprinting it for the second and thereafter.

3.13 Games and Sports

Games and sports play a vital role in the mental, emotional, and physical well-being of individuals, offering valuable lessons in teamwork, perseverance, and resilience. The college actively encourages both students and staff to participate in a variety of sports activities. Numerous intra-college tournaments are held, including departmental, class, and hostel competitions. Additionally, the college participates in regional, national, and international tournaments organized by the Bhutan University Sports Federation (BUSF).

The following sports facilities are available on campus:

1. Football
2. Basketball
3. Volleyball
4. Archery
5. Table Tennis
6. Badminton
7. Taekwondo

These facilities provide opportunities for everyone to engage in sports and improve their overall well-being.

3.15 Counselling Services

The college doesn't have a full-fledged counselor on campus at the moment but if need be of any counselling the college make referral of the students to the relevant agency for further help.

3.16 Leave

3.16.1 Academic Leave

Academic Leave refers to leave sanctioned by the college for academic activities such as field trips, study tours, workshops, seminars, project competitions, and short-term student exchange programs that require travel outside the college.

Approval for such leave must be obtained from the President. The responsible tutor must submit a leave form, along with the list of traveling students, to the relevant module tutors and the Student Services Office before departure.

3.16.2 Medical Leave

Medical Leave refers to leave granted by the college for students requiring medical treatment or those assisting a family member undergoing medical treatment.

Students visiting hospitals must **submit evidence immediately** upon returning to class (**not towards the end of the semester**).

Evidence can be provided through the **ePIS App**.

3.16.3 Non-Academic/ Non-Medical Leave

3.16.3.1 Games and Sport programs/ cultural exchange

All college-approved games, sports programs, and cultural exchange activities that require travel outside the college will be eligible for attendance consideration. However, students must ensure they meet the minimum required attendance percentage.

Staff members accompanying students as escorts for these programs must submit the list of participating students to the relevant tutors and the Student Services Office prior to departure.

3.16.3.2 weekend leave

Students must obtain prior approval from the respective Student Support Officer (SSO) before leaving. Departure will only be permitted upon the SSO's approval, and students must submit their student lanyard to the security guard on duty at the college gate before leaving.

For leave involving travel outside Thimphu Dzongkhag, students are required to provide a signed consent letter from their parent or guardian, which must be submitted at least one day in advance. The college will not be held responsible for any risks associated with travel to and from the destination, and no attendance consideration will be granted for missed classes.

3.16.3.3 Weekday Leave

Students must obtain prior approval from the relevant tutors, and the Student Support Officer (SSO) must also be informed. For weekday leave, attendance consideration will be determined on a case-by-case basis. Students may only leave after receiving official approval and must submit their student lanyard to the security guard on duty at the college gate before departing.

3.16.4 Semester long leave

Students who need to take leave for more than a semester should put up an application along with supporting documents to the concerned Directors. Directors upon receipt of such application will be shared to Madam President for approval. after getting the approval the concerned Student/ director/ tutors should also inform the students service office for

3.16. Other Resources within the college

3.16.1 College E-Library

The college currently offers a wide range of e-resources available to both staff and students. These digital tools are specifically designed to support learning and professional development, providing the college community with valuable information while saving time, effort, and costs. By offering easy access to essential resources, the college ensures that students and staff can enhance their academic and professional growth more efficiently.

3.16.2 Internet Services

The entire campus is equipped with comprehensive Wi-Fi coverage, allowing students, staff, and residents to access the internet seamlessly from any location. This connectivity ensures that everyone on campus can stay connected and utilize online resources without interruption.

3.16.3 College Multi-Purpose Hall (MPH)

The college MPH has a seating capacity of approximately 600. It is used for events such as the morning assembly, college project presentations, important functions, hackathons, and more. Additionally, indoor games like badminton and table tennis can be played inside the MPH.

3.16.4 College Alter and Prayer Wheel

The college has an altar on campus, centrally located, which can accommodate an entire class of students for evening prayers. It serves as the venue for all college Tshechus and rimdros. Attendance at evening prayer sessions, scheduled by the Prayer Coordinators, is mandatory for all students. Those who miss a session are subject to a fine of Nu. 50/- for each absence.

3.17 Inclusivity Facilities and Services for Students

At GCIT we are committed to fostering an inclusive, supportive, and accessible environment for all students. We recognize the diverse needs of our student community and aim to provide facilities and services that ensure equal access to education and campus life. The following inclusivity services are available to all students:

3.17.1 Accessible Campus Infrastructure

- **Physical Accessibility:** considering the need of the students with mobility challenges the administration tries to help them by allocating their accommodation and classes at the ground or first floor of the building for their and the helper's convenient.
- **Transport Services:** Accessible shuttles and transport services are available for students with mobility impairments to easily navigate the campus.

3.17.2 Mental Health and Counseling Services

- **Counseling Center:** Free and confidential mental health services are provided to help students manage stress, anxiety, depression, and other personal challenges. Individual and group counseling sessions are available.
- **Crisis Support:** In partnership with the RENEW office, 24/7 mental health crisis hotlines are now available, along with certified counselors to provide immediate support for urgent mental health needs

CHAPTER 4

STUDENT ORGANIZATIONS

Extracurricular activities give student an outlet to express themselves outside of the classroom and it is a vital part for the student in their learning beyond the academic coursework. The college has several student organizations formed with the noble objective to provide platforms for the wholesome development of the students aligned with the vision and Mission of the College.

4.1 Student Clubs

All students are encouraged to join a club of their choice. Each student may select and participate in one club. Below is a list of available clubs, and you can learn more about each club through the provided link. [Home - GCIT](#) under Student Services.

1. Integrity Club
2. Literary & Interactive Arts
3. Media, Marketing & Design (MMD)

- 4. Rovers Club
- 5. Tarayana Club
- 6. DevForge

4.2 Student Welfare Scheme (SWS)

SWS offers financial support to students in times of distress, such as the loss of an immediate family member. This assistance is funded entirely by contributions from the students themselves. Nu. 30/- per month is collected from each student and a sum of Nu. 20000/- is provided a semester for a loss of a parent. The amount is maintained in the College Finance and regulated by a staff moderator.

CHAPTER 5

COLLEGE DISCIPLINARY

5.1 Objectives

The college disciplinary policies are set forth with the following objectives:

The College Discipline Policy is designed with the following goals:

1. To promote peace and harmony within the College community, creating a positive environment for everyone's intellectual, physical, and psychological well-being.
2. To inform members of their rights, responsibilities, and expectations so they follow College standards and avoid inappropriate behavior.
3. To establish a fair system for handling cases of misconduct and rule violations, ensuring equal treatment for all.
4. To make members aware of the potential penalties for misconduct and breaking College rules.

5.2 OFFENSES AND SANCTIONS

5.2.1 Academic Dishonesty

- Plagiarism
- Cheating
- Not completing project on time
- Falsifying information on academic records or applications

Sanctions

- The offence of academic dishonesty shall be dealt with as per the wheel of Academic law.

5.2.2 Falsification

- A student shall be guilty of the offence of falsification if he or she willfully provides University offices or officials with the false, misleading, or incomplete information.

Sanctions

- Issue warning letter and community services, or
- Suspension from the college for a year
- Expulsion from the college.

5.2.3 Refusal to Identify and Comply

- A student shall be guilty of the offence of refusal to identify and comply if he or she willfully refuses to or falsely identifies one's self or willfully failing to comply or summons by an authorized University official.

Sanctions

- Issue warning letter and community service
- Issue last warning letter
- Suspension from the college for a year. (if he or she puts someone in danger due to this offence).

5.2.4 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 offence.

Sanctions

- Issue warning letter and community services
- Suspension from the college for a year
- The students shall be handed over to the concerned law enforcement agency, and expelled from the college.

5.2.5 Disorderly Conduct

- If he or she engages in conduct that incites or threatens to disrupt the normal operation of the University and infringes on the rights of other individuals.

Sanctions

- Issue warning letter
- Community service
- Suspension from the college for a year
- The student shall be handed over to the concerned law enforcement agency and expelled from the college.

5.2.6 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.

Sanctions

- Issue warning letter and community service
- Suspension from the college for a year and confiscation of the weapon
- The students shall be handed over to the concerned law enforcement agency and expelled from the college.
- If it's the repeated offence done by the same person and already has a warning letter, then he or she will be issued the last warning. But, S(He) will also be issued suspension looking into the severity of the offence. If the victim wants this to be taken to the law enforcement the management will not have any say on it but will get this in written form for the records.

5.2.7 Use of Drugs

The college strictly prohibits the consumption, use, possession, sale or distribution of Drugs.

Sanctions

Students are not allowed to use drugs on the college campus. If it was found, then the sanctions will be as follow:

- If the students are tested positive for abusing drugs but not found in possession of drugs, he or she shall be suspended for a year
- If the student is found in possession of drugs, tested positive or negative shall be handed over to the concerned law enforcement agency along with the on fricated drugs, and expulsion from the college.

5.2.8 Consumption of Alcohol

The college strictly prohibits the consumption, use, possession, sale or distribution of Alcohol

Sanctions

- Issue warning letter and community service
- Issue last warning letter and community service and keep the students under probation for three month
- Suspension from the college for a year and upon return to college a student must produce a medical fitness certificate.
- Expulsion from the college.

5.2.9 Theft and Vandalism

Theft and vandalism refer to the act of stealing or intentionally damaging property.

Sanctions

- Issue warning letter, restitution of the property and community service
- Restitute the property and issue a last warning letter. Inform their parents.
- Suspension from the college for a year
- The students shall be handed over to the law enforcement agency, and expelled from the college.

5.2.10 Rioting

Rioting refers to disruptive or violent group behavior that disturbs peace and safety within the college community.

Sanctions

- Issue first warning letter with community service for a month
- Last warning with extensive community service for two months.

- Shall be handed over to the law enforcement
- Suspension from the college for a year
- Expulsion from the college

5.2.11 Ragging and Bullying

Ragging refers to any disorderly behavior, whether verbal, written, or physical, that involves teasing, mistreating, or being rude to an individual. It includes rowdy or undisciplined actions that cause or may cause annoyance, distress, or psychological harm, instill fear, or create embarrassment, negatively impacting a student's well-being.

Sanctions

- Issue warning letter and community services for a month
- Last warning with extensive community service for two months.
- Shall be handed over to the law enforcement
- Suspension from the college for a year
- Expulsion from the college

5.2.12 Sexual Misconduct

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

Sanctions

- If the student has no prior warning letters, a final warning letter will be issued along with a one-month community service requirement.
- If the student has already received a final warning letter, they will be suspended from the college for one year.
- In severe cases, the student will be handed over to law enforcement authorities and expelled from the college.

5.2.13 Unauthorized Association

A student shall be guilty of the offence of unauthorized association if he or she engages in the formation of groups with ulterior motives that would create disharmony in the community.

Sanctions

- If the student has no prior warning letters, a final warning letter will be issued along with a one-month community service requirement.

- If the student has already received a final warning letter, they will be suspended from the college for one year.
- In severe cases, the student will be handed over to law enforcement authorities and expelled from the college.

5.3 Important Notes

The CDC holds full authority to impose sanctions based on the severity of the offenses committed by students. Sanctions may be enforced without strictly following the sequential order outlined in the disciplinary policy.

The College Discipline Committee holds the authority to:

1. Review and update the rules and regulations as needed.
2. Take appropriate action on offenses not explicitly covered in the above clauses.
3. Refer to previous records of offenders when necessary

5.4 College Disciplinary Committee

The college disciplinary committee members are:

1. President (chair)
2. Directors (member)
3. Team leaders (Member)
4. Student Service officers (member)
5. Student councillor (member)

All members shall declare conflict of interest as per Annexure C in Student Code of Conduct 2022.

5.5 Appeal Procedures

Students have the right to appeal any decision made by the College Disciplinary Committee. The appeal must be submitted in writing to the Chairperson of the University Disciplinary Committee (UDC), and the procedure for doing so is outlined in the Student Code of Conduct 2022.

