

འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མཉམས་

**Royal University of Bhutan**

རིག་གཞུང་མཐོ་རིམ་སློབ་མཉམས་

**College of Language and Culture Studies**

**Taktse, Trongsa**

## **Student Handbook**

**B.A. Language and Literature**

**B.A. Bhutanese and Himalayan Studies**

**Diploma in Language and Communication Skills**

**BA Language and Culture (Mixed Mode)**

**MA Language and Culture (Mixed Mode)**

**July 2017-June 2018**

## PERSONAL BIO-DATA

Name: .....

Student ID No: .....

Course: ..... Section: ..... Year: .....

Citizenship ID No: ..... Date of Birth: .....

Permanent address:

Village: .....

Gewog: .....

Dzongkhag: .....

House No: ..... Thram No: .....

Contact No: ..... Email ID: .....

Parents Detail:

Father's Name: ..... Occupation: .....

Contact No: .....

Mother's Name: ..... Occupation: .....

Guardian's Name: ..... Occupation: .....

Contact No: .....

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## 1. Introduction

The College of Language and Culture Studies (CLCS) is situated 22 kilometers south of Trongsa town, towards *Kuenga Rabten* Palace along the Trongsa-Zhemgang highway. *Kuenga Rabten* used to be the winter residence of the second King, Jigme Wangchuck.

Earlier, the College was popularly known as the *Rigney Lobdra*. It came into existence on the 4<sup>th</sup> day of the 6<sup>th</sup> month of the Male Iron Ox Year corresponding to the 16<sup>th</sup> of July 1961 at *Wangdi Tse*, in Thimphu. It was established under the auspices of the late third King Jigme Dorji Wangchuk. His Holiness the late Dill amgo Khentse Rinpoche (1910-1991), an accomplished and spiritual leader, was the first principal of the *Lobdra* (1961-1963). The *Lobdra* started with a total of fifty students. Two months after its establishment, the *Lobdra* was relocated to *Semtokha* Dzong. It was housed inside the Dzong until the early eighties. Later the Dzong was taken over by *Dratshang Lhentshog* and the College moved out of the Dzong. A separate site was created above the Dzong for the College to function, and it operated in this location until August 2011.

Initially the College started as a semi-monastic College. It was only in 1989 that the original curriculum was revised for the first time to include several cultural subjects. The College was upgraded to *Rigzhung* College in the same year. Forty-three female students were admitted for the first time, thus breaking the 27 year old tradition of admitting only males. The curriculum, however, remained largely influenced by the monastic system of education.

In 1997, the College was formally upgraded to the College of Language and Culture Studies and a new curriculum was Colleged. The first batch of thirty-five ICSE passed students were admitted into the new programme, 9 of whom were were girls.

1999 was a landmark year in the history of CLCS. The three-year bachelor's program in 'Language and Culture' was introduced for the first time and a batch of nineteen students was admitted. It was, in fact, the first ever homegrown programme developed and executed in Bhutan without any external assistance.

Prior to the establishment of the Royal University of Bhutan (RUB), CLCS was under the Ministry of Education. Among the tertiary Colleges of RUB, CLCS was the first College to be formally handed over to the RUB by the Ministry of Education on 28<sup>th</sup> April 2004. As a founding member of the Royal University of Bhutan, CLCS remains a premier College today.

Over the years the College has managed to maintain the momentum of academic progress. The College, through the success of its graduates in different fields, has been able to create its own identity in the country. This distinction that CLCS holds is reflected in the 100% absorption rate of its graduates, the humane quality the students imbibe and their performance in their workplace. The graduates of CLCS have been faring well in their work place as well as in their lives.

The College is committed to exploring greater heights of excellence through diversification of

its programmes and research initiatives. A couple of new programmes will be offered within the 11<sup>th</sup> Five Year Plan.

## **2. General Concept of the College (CLCS)**

The motto of the CLCS is ‘To produce modern Bhutanese citizens with traditional knowledge’. The main goal of the College is to train students in the languages, culture and traditions of Bhutan. At the same time, one of the important tasks of the College is to research, document and augment the existing pool of knowledge on Bhutan’s history, traditions, social customs, and the arts and crafts of its different population groups before they are lost forever. It is the interest of the College to orient both lecturers and students towards research.

The College will also promote international exchanges. It will provide opportunities for international scholars to conduct joint research and broadly disseminate their findings to the academic field within and outside the country.

With respect to the relationship between CLCS and national priorities, the College’s goals and objectives are closely linked to the general policy spelt out in the document ‘Bhutan 2020 – A Vision for Peace, Prosperity and Happiness’, which indicates the need for the protection and promotion of cultural heritage, the necessity of adapting Bhutanese institutions in ways that promote cultural consciousness and the importance of promoting Dzongkha to help conserve the national heritage and the Bhutanese identity.

## **3. Vision**

The CLCS aspires to be a center of excellence for engendering strong intellectual, social and emotional capital in every learner through in-depth Bhutanese studies

## **4. Mission**

- To provide top quality programmes in Dzongkha language and culture which will fulfill the needs of the country for an educated, skilled and humane population,
- To promote and conduct research on Bhutan’s languages, traditions, customs, arts and crafts and history to contribute to the creation of knowledge of relevance to Bhutan, and
- To create a knowledge reserve that will lead to the sustenance of mutually fulfilling human activity.

## **5. Aims/Objectives**

- To promote bilingual competence in every graduate and infuse independent and critical thinking and analysis,
- To explore and understand, preserve and promote the rich cultural heritage of Bhutan, and the values and principles on which it is founded,
- To offer English courses that can be put to the service of communicating and sharing Bhutanese culture and ideology with the global community,

- To offer Dzongkha courses for the creation of new knowledge and to showcase Bhutanese identity and ideology,
- To rejuvenate Choekye studies and knowledge,
- To produce intellectually, socially, and emotionally competent graduates,
- To promote Bhutanese values system and engender a sense of Bhutanese identity,
- To produce responsible and humane citizens with traditional knowledge and modern skills, and
- To ensure students' participation in social issues, and social enquiry.

## 6. Core Values

- Right understanding, right thoughts and feelings (GNH mind set with high degree of integrity and professionalism)
- Sense of being Bhutanese and Bhutanese in living (Living in harmony in the family and society with feelings in relationship)
- Respect for nature (a sense of coexistence and mutual fulfilment with nature)
- Love for learning (learning for knowledge and wisdom)
- Creativity and innovation (guided by Conscience and right understanding)
- Community services (mutual happiness and prosperity)
- Accountability (understanding of ownership and belongingness)
- Responsibility (participation in the larger order)
- Professionalism (knowing oneself and one's responsibility)
- Respect for diversity of views (tolerance)

## 7. Entry Requirements

### 7.1. B.A. Programmes

Eligibility criteria: The BA programmes shall be opened only for candidates who have excelled in and passed class XII exams with a minimum of 60% in Dzongkha and 50% in English. For Rigzhung High School class XII graduates, a minimum of 50% in English and 55% aggregate in the 4 core subjects (*Chenjug, Sumtag, Nyengag & Dzongkha/Dazhung*) is required. Dzongkha here means the common compulsory Dzongkha subject taken by all students in class XII. If a particular candidate has not studied Dzongkha in class XII he/she will not be eligible for admission into the degree programme, since the programme is largely Dzongkha-based.

### 7.2. Honours programme

Eligibility criteria: The Honours programme in Language and Literature/Bhutanese and Himalayan (BLL/BHS) Studies shall be opened only for candidates who have excelled and passed with a minimum of 70% aggregate in the 3<sup>rd</sup> year. In addition, they also need to obtain a minimum average of 70% in the Dzongkha and Choekye related subjects. (*sNy- en rtsom thra sog nyer gnyi, Translation, bdag gzen mtha dpyed, Dzongkhai brda sbyor*)

## **8. Selection Criteria:**

### **8.1. B.A. Programmes**

University-wide admission is based on ability rating, a method in which a band score of one to five is allocated to different subjects: one being the lowest and five being the highest in the band score. Ability rating is based on the relevance of the subjects with the programme they decide to undertake.

For the BHSC candidates, a band score of five for English and Dzongkha, and one for rest of the subjects is allocated. For students who have taken *Rigzhung* as an elective subject, a band score of five is given in addition to English and Dzongkha band scores.

For CLCS class XII graduates, a band score of five each for English, *Choenjug*, *Sumtag*, and *Nyengag*, a band score of three for *Dazhung/Dzongkha*, and a band score of one for the elective subjects is allocated to determine the merit ranking.

### **8.2 Honours Programme**

The BA 4<sup>th</sup> Year Honours Programme is a special course accessible only to a privileged group of students who have excelled in the 3<sup>rd</sup> year degree programme with distinction. The maximum number of students to be admitted into the Honours programme will be not more than 40 from each cohort. Unlike the other programmes where progression to the next level is automatic, for the Honours programme, students who meet the criteria will have to formally apply and seek admission. So the students who meet the criteria will have a choice to join the programme or exit with a BA degree.

## **9. Teaching and Learning**

In the first year of every programme, students will have more tutorial support and contact hours in completing the required work. As they progress through the course of study, students will enjoy more self-study time outside of class. In the second year, 60 hours of contact time will be balanced by 60 hours of self-study time whereas in the third year, students will have 45 hours of contact time with 75 hours of individual time to complete assignments and tasks. In the fourth year Honors level, students will have minimal contact hours and most time will be allotted to students' completion of research, assignments and other course work outside of class time. For each module in the program, classroom time will be 30 hours, with 90 hours devoted to research and completing assignments.

CLCS is committed to improving the quality of pedagogy delivered to students in all of its modules. The College hopes to prepare students with all of the tools they need in order to succeed in their programmes of study. Thus they will be provided with the support to attain bilingual proficiency in English and Dzongkha, as well as support the academic and study skills required for success at the college level.

## **10. Mode of Assessment and Details: Exam Rules and Regulations**

### **10.1. Eligibility to sit for the Exam**

10.1.1 An individual should be a **registered student** of the College and the Royal University of Bhutan (D 2.2.1.1)

10.1.2 An individual should **clear** all financial dues before the commencement of the examination. The administration holds the right to deny entrance to any student who has not paid his/her dues (D 2 2.1.1).

10.1.3 An individual should fulfill the minimum required attendance of 90% (attendance is calculated based on the number of lectures attended against the number of lectures delivered)

### **10.2 Hall Pass**

10.2.1 Every individual has to produce his/her **student ID card** at the entrance of the examination hall.

10.2.2 Any individual without his/her student ID card will be required to obtain **a hall-pass from the examination committee** on the day of the exam. The hall-pass will be valid only for that particular day. The students will be required to pay Nu.50 to obtain the hall-pass.

### **10.3 Examination Hall**

10.3.1 Candidates will be subject to a physical check when entering the examination hall.

10.3.2 No candidate will be allowed to enter the examination hall under the influence of intoxicants.

### **10.4 Examination Timing**

10.4.1 Each candidate should be present fifteen minutes before the commencement time of an examination but should not enter the examination hall until asked to do so by the invigilator. (D2 4.2 Wheel).

10.4.2 No candidate will be admitted inside the examination hall more than half an hour after the start of examination. In exceptional circumstances, however, and provided that no other candidate has withdrawn and left the examination room, a candidate may be admitted later, at the discretion of the chief invigilator. (D2 4.4 Wheel of Academic Law).

10.4.3 Students are encouraged to seek clarification only within the 15 minutes of reading time.

10.4.4 NO candidate shall leave the examination hall during the first hour or during the last fifteen minutes of the examination. (D2 4.3 Wheel of Academic Law)

10.4.5 Candidates will not be permitted to commence writing on answer books until the invigilator instructs them to do so. Writing on answer books prior to the start of the examination will be treated as a breach of examination regulations. (D2 4.5 Wheel)

10.4.6 Candidates wishing to leave the examination hall temporarily should not do so unless accompanied by an invigilator. In any event, no person may enter or leave the examination hall without the invigilator's permission. (D2 4.14 Wheel)

## **10.5 Examination Attendance**

10.5.1 Every candidate must sign the attendance sheet circulated in the examination hall.

10.5.2 A candidate who is absent from an examination without an acceptable excuse and proper documentation will receive a zero for that examination paper. (D2 5.3 Wheel)

10.5.3 No food or drink is permitted in the examination hall other than water. (D2 4.4 Wheel)

10.5.4 Each candidate will sit at the desk indicated by the invigilator or indicated on the notice board at the examination hall entrance. (D2 4.7 Wheel)

10.5.5 Candidates must leave their current student identity cards visible on their desk for the purpose of checking, without undue disturbance, after the start of the examination. Candidates must have a valid student's identity card at all examinations. (D2 4.8 Wheel)

10.5.6 It is the responsibility of each candidate to ensure that he/she has an adequate supply of stationeries (pens, pencils, ink, correction fluid, etc) required for an examination. The borrowing of such materials will not be permitted during the examination. (D2 4.11 Wheel)

## **10.6 Unauthorized Materials**

10.6.1 Candidates will not be allowed to use dictionaries or other reference books or notes unless expressly approved by the College through the relevant program board. (D2 4.10 Wheel)

10.6.2 Candidates are not permitted to bring mobile phones or any electronic equipment other than a standard scientific calculator (only if relevant) into the examination hall. (D2 4.13 Wheel). All electronic devices (including mobile phones) found inside the examination hall will be confiscated.

10.6.3 Candidates are not allowed to bring blank paper into the examination hall. All papers will be supplied by the invigilators (D2 4.11 Wheel). Any additional sheets provided in the examination hall should be attached with the answer sheet duly signed by the invigilator. Any extra answer booklet/paper should NOT be removed from the examination hall.

10.6.4 If a candidate needs to ask a question or obtain any extra answer booklet, he/she should raise his/her hand and one of the invigilators will attend to him/her. (D2 4.15 Wheel)

10.6.5 Candidates must not, on any pretext whatsoever speak to, or have any communication with any other candidate; such communications will be regarded as a breach of the examination rules. (D2 4.15 Wheel)

10.6.6 NO candidate will be allowed to write anything on the question paper(s) other than his/her index number.

10.6.7 NO candidate will be allowed to write his/her name or put any other mark on the answer sheet that would disclose his/her identity. Even the index number of the individual should NOT be written on the extra sheet(s).

10.6.8 Complete silence should be maintained inside the hall while the examination is in progress.

## **10.7 Breach of Examination Rules**

### **10.7.1 Possession of unauthorized Materials**

A candidate who is found to have unauthorized materials in his/her possession in the examination hall shall be deemed to be in breach of the examination regulations. Any written or printed materials not written on an official answer book as well as electronic devices containing texts shall be considered to be unauthorized materials. (D2 7.1 Wheel)

10.7.2 Unauthorized materials include electronics like mobile phone, camera, audio recorder, papers other than official answer-sheet and anything written on the individual's body parts or on an article of clothing.

10.7.3 The unauthorized materials, together with the candidate's student identity card, shall be removed and retained by the Invigilator who shall make a written report to the Chair of the College Academic Committee. The candidate shall be allowed to complete the examination (WHEEL D2. 7.2).

10.7.4 A candidate alleged to be in breach of the examination regulations shall be referred to the college/College disciplinary committee in advance of the relevant program board of examiners meeting. A report from the disciplinary committee shall be placed before the board. (D2 7.4 Wheel)

10.7.5 Students will not be allowed to give/seek help to/from a fellow student in any form. If the offence is serious, it will be considered in breach of examination rules.

10.7.6 A candidate found to be in breach of examination regulations shall have all registered written examinations and internal assessment of that semester declared void i.e. declared failed by receiving zero in all the written examinations and internal assessment of the particular semester. The candidate will have to repeat the semester with the next cohort as a self-financed student for that particular semester. This shall also apply to examination for reassessment. *(This paragraph should be read in conjunction with paragraph 6 under Section C1 of the Wheel of Academic Law)*

## **10.8 Academic Attendance**

10.8.1 An individual should fulfill the minimum required attendance of 90% (attendance is calculated based on the number of lectures attended against the number of lectures delivered).

10.8.2 If a student does not fulfill the minimum required attendance (90%), he/she will not be allowed to sit for the examination of that particular module and will have to repeat the module, including all the components of the continuous assessment with the next cohort. However, if the Programme Board of Examiners are convinced that the reason for shortage of attendance is owing to health reasons, the Board may consider if the attendance is not less than 80%.

10.8.3 If a student does not fulfill the minimum attendance in three modules in one semester, he/she will have to repeat the semester (recourse) for those modules with the next cohort. The student will also be required to pay for the failed modules.

10.8.4 If a student does not fulfill the minimum attendance in one module and fails in two or more modules in one semester, he/she will have to repeat the semester (Semester Repeat) with the next cohort. The student will also be required to pay for the failed modules.

10.8.5 If a student does not fulfill the minimum attendance in two modules and fails in one or more modules in one semester, he/she will have to repeat the semester (Semester Repeat) with the next cohort. The student will also be required to pay for the failed modules.

## **10.9 Types of Assessment**

### **10.9.1 Pass a Module**

To pass a module a student must obtain a minimum of 50% overall including both the Continuous Assessment and semester end examination. However, students must obtain a minimum of 40% each in Continuous Assessment and semester end examinations (WHEEL D1 6.1)

### **10.9.2 Reassessment**

Written re-assessments should take place before, or at the commencement of the next semester. However, the particular tutor shall conduct re-assessment for continuous assessments in the next semester (with reference to WHEEL D1, 6.8).

10.9.3 If a student obtains a minimum of 40% in both the components (continuous assessment and end-examination) but fails in the aggregate (50%), he/she will be reassessed in the component which is lower. In case a student fails in the aggregate (50%) with equal percentage in both components, he/she will be reassessed in the written examination of the particular module.

10.9.4 If a student fails to obtain a minimum of 50% in the continuous assessment, he/she will still be allowed to sit for the examination, however, the Continuous Assessment will be reassessed in the next semester.

10.9.5 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 (WHEEL D1 6.8).

### **10.10 Module Repeat**

If a student fails to obtain a minimum of 50% in a module with 100% coursework, he/she will have to repeat the module (module repeat) inclusive of all components of assessment with the next cohort. A student gets a Module repeat when a student:

10.10.1 Opts not to be reassessed a failed module in the beginning of the next semester

10.10.2 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 and the students do not have to pay. (Wheel D1 6.5.1)

10.10.3 Has failed in Continuous Assessment (of a module) fails in the written examination.

10.10.4 A student will be awarded a mark of zero for non-submission of a component of course work (WHEEL D1 6.1).

10.10.5 A student will only be allowed to take up to two modules in a semester as reassessment and module repeat.

10.10.6 A student will have the option to appear for the reassessment of the module or carry it as module repeat\* (inclusive of all components of continuous assessment and end-examination but attendance is not compulsory). (WHEEL D2, 6.9.1)

10.10.7 Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts (WHEEL D1 6.11).

### **10.11 Semester Repeat**

When a student has failed more than 30% of the total number of modules (more than 2 modules per semester) prescribed for that semester (rounded off to the nearest whole number of modules) the student has to repeat the semester. 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 with payment.

10.11.1 A student CANNOT repeat the same semester twice

## **11. Registration for reassessment and module repeat**

11.1 A student who has failed in the initial attempt of the examination has to register with the exam committee for reassessment or module repeat.

11.2 In case of reassessment, a student shall be awarded no more than 50% on passing the re-assessment.

11.3 In case of module repeat, the actual marks obtained in the assessment will be awarded.

11.4 In case a student fails to register with the exam committee, it will be treated as module repeat. However, he/she shall not be awarded more than 50% for having failed to register.

11.5 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), bearing in mind 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.

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

11.7 A student will be allowed to repeat a failed module up to two times. In the event a student fails a repeated module, he/she will not be eligible for reassessment. (Wheel D1 6.2)

## **12 Payment**

In case of Semester Repeat, the student is liable for payment of each of the modules failed. A student will receive NO stipend during semester repeat.

## **13 Suspended Students**

The attendance and Continuous Assessment marks obtained till the date of suspension shall be accounted. He/she should attend the remaining classes to achieve the minimum required attendance of 80% and to achieve the minimum required Continuous Assessment of 40%. In case a suspended student fails to achieve the minimum required attendance and minimum required Continuous Assessment marks, the rule of attendance shortage and failing to achieve the minimum required marks would be applied.

## **14. Recheck**

14.1 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 (Wheel D1 11.3).

14.2 The recheck of examination papers will be undertaken by the exam committee members only. The particular student will not be involved in the recheck procedure.

14.3 The request for recheck of examination paper needs to be made a week prior to the reassessment examination. Any request for recheck after the time allotted will not be entertained.

14.4 The examination committee must ensure that appropriate action is taken within 7 days upon receipt of formal request for recheck of examination papers.

### **15. Procedure for recheck:**

15.1 Submit a written application to the DAA for approval

15.2 Make payment of Nu. 200 per module to the Account section

15.3 Register with the Examination Committee with receipt of payment from the account section and approved application from the DAA

15.5 The results of all rechecked examination papers will be announced collectively before reassessment.

### **16. Final results and Awards (Wheel D1 8.1)**

16.1 To gain an award, a student must normally be a registered student at the University college for at least one academic year.

16.2 The overall mark at the end of each semester is the mark awarded for each module in that semester weighted by the proportional size (or credit value) of that module. This can be expressed by the equation: *overall mark = Sum of (module mark X credit value)/sum of the credit value of all the modules*

16.3 The overall mark for a student at the end of a programme should be designed to reflect his or her entire performance throughout the period of study. The final mark should be a combination of the overall mark of all the years weighted in the following manner:

2 year programme	30:70 (year I: II)
3 year programme	20:30:50 (year I: II: III)
4 year programme	10:20:30:40 (year I: II: III: IV)

### **17. Duration of graduation**

On academic grounds, the University will not allow a student to remain in a full time programme for more than three years longer than the normal expected duration of that programme (Wheel C1 6.2).

### **18. Academic Dishonesty and Plagiarism**

18.1 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 and 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.

18.2 Students must ensure proper acknowledgement of borrowing from other sources, whether published or unpublished. Subject areas should provide guidance on how such borrowing 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 if it were his or her own.

## **19 Programmes**

### **19.1 B.A. in Language and Literature (BLL)**

#### **19.1.1 General Aims and Objectives: BLL**

The proposed programme must be seen in the overall context of the need and intention to promote the national language Dzongkha by offering formal advanced courses in Dzongkha language, along with *Choekey*, the classical textual language of the Himalayas, English language and Buddhist studies. The objectives of the course are to develop young people who are:

- competent in communicating fluently in Dzongkha and English with skills in translating complex documents from Dzongkha into English and vice versa;
- able to write reports and other texts in a range of styles, in either English or Dzongkha, addressing both classical and contemporary subject matter;
- able to translate from *Choekey* to Dzongkha so that books from the rich *Choekey* literature, which is part of the national heritage of Bhutan, can be translated and made available in Dzongkha;
- equipped with more advanced skills in information technology;
- prepared to enter the world of employment in the public and private sector in Bhutan and with the necessary educational and related skills;
- equipped with a strong understanding and knowledge base in language and literature;
- able to understand and interpret some of the cultural expressions, its significance and relevance in the modern times, and generate further interest to perform some of the practices;
- able to conduct independent research and contribute to the creation of new knowledge in the field of language and culture;
- able to fully comprehend the concept of GNH and exhibit and uphold the human qualities; and
- able to progress to further studies.

#### **19.1.2 Curriculum Structure**

Sl.	Year 1	Year 2	Year 3	Year 4 Honours
1.	འབྲུག་གི་འབྲུང་རབས།	Translation & Interpretation-II	དབྱེ་མ།	Linguistics and Languages of Bhutan

2.	བདེ་སྲོད་རྣམ་བཤད།	གདམ་ལམ་ ལྟེན་སྟན་ཆ། ལྷ་བྲིས། ཐགས་བཟོ། འཆམ།	སྟན་དག་ཕྱ་སོགས་ཉེར་བཞི།	དུས་གསུམ་མཐའ་ད ལྟ།
3.	ནང་ཆོས་ཤེས་ཡོན།	སྟན་དག་རང་དཔེ་གཟུག ས་གསུམ།	Translation & Interpretation-III	Translation & Interpretation- IV
4.	གདམ་ལམ་ ལྟེན་སྟན་ཆ། ལྷ་བྲིས། ཐགས་བཟོ། འཆམ།	ཚོང་ལ་བདེ་སྲོད།	བདག་གཞན་ཞིབ་སྲོད།	སྟན་དག་ལུས་རྒྱན་སྲོ ན་སེལ།
5.	Academic Skills	English for Communication	Literary Theory	Research Project Proposal
6.	Translation & Interpretation 1	ཕྱད་དང་རྣམ་དབྱེ་ཞིབ་སྲོ ད།	གདམ་ལམ་ ལྟེན་སྟན་ཆ། ལྷ་བྲིས། ཐགས་བཟོ། འཆམ།	Women and Social Change
7.	Literary Genre 1	Contemporary Bhutan 1 Institutions & Reforms	Sanskrit, Linguistics and Languages of Bhutan	ཚོང་ལ་སྟན་རྩོམ།
8.	མཛོམ་བཟོ།	ལུགས་ཀྱི་རྣམ་བཤད།	ཚོང་ལ་ལྷུག་རྩོམ།	Translation 5
9.	སློབ་ལམ་དང་པ།	སྟན་དག་གསལ་སོགས་ བཟུ།	Basic Research Methods	Research Project Proposal
10.	IT	Literary Genre 2	Contemporary Literature	ནང་སྲོལ་རྩོམ་གཞུང།

\*Astrology, songs and music, mask dance, weaving and design, painting and iconography. These electives will be offered throughout the degree courses except the 4<sup>th</sup> year Honours level.

## 19.2 B.A. Bhutanese and Himalayan Studies (BHS)

(འབྲུག་དང་ཉི་མ་ལ་ཡུའི་གངས་སྤྲོད་སྲི་གཙུག་ལག་གཞི་རིམ་སློབ་སྦྱོང།)

### 19.2.1 General Aims and Objectives: BHS

This course is the first of its kind in the RUB system, and in South Asia. While there are components of this course in other institutions (e.g., History Modules), no other institution or college in the region is currently offering a complete and in-depth course of study addressing the cultures, histories and heritages of Bhutan in the context of other Himalayan cultures. As a pioneer program, we have the potential of forming valuable linkages between Bhutan, the region, and universities abroad and also potentially attracting foreign students and scholars in the future.

The module chiefly aims to train students to understand and research the history, religions, cultures, traditions and heritage of Bhutan and its neighbors in the Himalayan region. In addition to examining the historical aspects associated with these fields of study, modules will aim to address contemporary issues and challenges. For example, graduates of the program will have a solid foundation of the philosophy and use of GNH in Bhutan and internationally. Students will be prepared for work that requires a regional or international focus, either in the government or the private sector, particularly jobs that require knowledge of culture and history; they will be prepared to participate in research and preservation activities for these organizations. The students will also engage in an internship that will allow them to relate their knowledge to actual work place. As with all courses of study at CLCS, students will be trained to communicate what they learn bilingually, in English and Dzongkha.

By the end of three year B.A. programme, students will be able to:

- Present, explain and translate course content with equal competence in English and Dzongkha
- Document, analyze and protect Bhutanese tangible and intangible cultural heritage
- Define and apply appropriate research methods and techniques to carry out relevant inquiry
- Explain and present basic principles and understanding of different religions, values, traditions and histories throughout the Himalayan region
- Interpret and compare Himalayan histories and cultures with those of Bhutan
- Narrate, interpret and analyze Bhutan’s political, cultural and religious history
- Describe relevant concepts from the fields of anthropology, sociology, archaeology and museology
- Present and explain the concept of GNH and its operationalization
- Explain the significance of major iconographies and historical places
- Interpret the significance of Bhutanese values and ethics
- Present ideas and studies undertaken in this programme at a national and international level
- Gain employment and make substantial contributions to relevant national or international organizations

### 19.2.2 BHS Course Structure

Sl.	Year 1	Year 2	Year 3	Year 4 Honours
1	བདམ་སྐོད་རྣམ་བཤད།	Himalayan Studies 1: History and Politics	Bhutanese Studies 2: Archeology and Museology	Bhutanese Studies 4: Milieus and Societies
2	རྗོངས་བཅུ་རྒྱུ་རྒྱུ།	Research Methodology & Theories	བརྒྱུད་འཛིན་རྒྱུ་ལོ་འཛིན་རྣམས།	Himalayan Studies 3: Cultural Traditions and Heritage of the Himalayan Region
3	སློབ་ལམ་དང་པ	སློབ་ལམ་གཉེས་པ།	Linguistics and Languages in Bhutan: History and Policy	Advanced Study of Gross National Happiness: Policy & Measurement
4	Computer Skills (IT)	Religions of Himalayan Territories I	Himalayan Studies 2: Introduction to Anthropological and Sociological Theories	History of Modern India and China
5	Academic Skills	Critical Reading & Debate	གནམ་ལམ་ ཅེས། ལྷན་ཆ། ལྷ་བྲིས། ཐགས་བཅོ། འཆམ།	རྒྱལ་རབས་ཞིབ་འཇུག་ གསུང་སྐུལ་ཕྱོགས་ལས་ རྣམ་རྒྱུ་གྱི་སྐྱོ་ཐོག་རིང།
6	སྐྱེ་ཕྱིན་རང་དཔེ་ གཟུགས་གསུམ	Bhutanese Studies 1: The Cultural Heritage of Bhutan I	སྐྱེ་ཕྱིན་སྐྱེ་བཅོས་རིམ་གྲོ།	Anthropology & Sociology in Bhutanese Society
7	Translation and Interpretation 1	ཞབས་བྱུང་གི་ཆབ་སྲིད། ཏྲུ་སྐུ་རབས་ཀྱི་ལས་ལས ཀྱི་ལས་ལུགས་ཆད།	The Cultural Heritage of Bhutan II	Indo-Chinese Relationship
8	English for Communication	Religions of Himalayan Territories II	Historical Leaders of the Himalayas	Research Methods in Practice & Field Project

9	འབྲུག་གི་འབྲུང་ རབས།	མཚོད་ཇུས་ཀྱི་བཅད་དོན།	History and Philosophy of Gross National Happiness	ཚོགས་ཞིང་དང་དཀྱིལ་ འཁོར་གྱི་རྣམ་བཤད།
10	གདམ་ལམ་ ཟླ་མེད། སྐྱ་ཆེ། ལྷ་བྱིས། ཐགས་བཟོ། འཆམ།	གདམ་ལམ་ ཟླ་མེད། སྐྱ་ཆེ། ཐགས་བཟོ། འཆམ།	ལྷ་སྐྱའི་བཅད་དོན་རྣམ་བཤད།	གོམས་འདྲིས་སློབ་སྦྱོང། Student Internship

*\*Astrology, songs and music, mask dance, weaving and design, painting and iconography. These electives will be offered throughout the degree courses except the 4<sup>th</sup> year Honours level.*

### 19.3 Diploma in Language and Communication Skills

#### སྐད་ཡིག་དང་བཅད་དོན་རིག་ཅུལ་གཙུག་ལག་གཞི་རིམ་འོག་མའི་སློབ་སྦྱོང།

##### 19.3.1 General Aims & Objectives

Bhutan needs qualified people with fair, basic competence and communication skills in the Dzongkha language as well as in related cultural subjects with clear commercial and cultural perspectives. They should be educated in the context of higher education, but do not necessarily need the full standard of a degree to fulfill the needs for competence in the languages of Dzongkha and English.

This programme is aimed at preparing graduates with strong Dzongkha and English communication skills, with relatively more emphasis in Dzongkha Language, and a fair amount of knowledge in culture to strengthen the secretarial workforce and enable them to engage in cultural activities. For Bhutan, as much as Dzongkha is important, English and translation skills are also important. Therefore, the programme is intended to produce not only graduates with sound Dzongkha language competence but also graduates who are bilingually competent to address the employment market needs.

By the end of the two-year programme, a student should be able to:

- Communicate in Dzongkha and in English without much difficulty;
- Write reports and other texts in a range of styles, in either English or Dzongkha;
- Translate from Dzongkha to English and vice versa at a basic level;
- Understand and interpret the contemporary issues of Bhutan;
- Understand the meaning and significance of Bhutanese culture and history;
- Appreciate and uphold the fundamental Bhutanese and Buddhist principles and values;
- Use Information Technology for operating and maintaining a computer, word processing, file managing, desktop publishing and Computer Assisted Designing (CAD);
- Enter the world of employment in the public and private sector in Bhutan with the necessary educational and related skills; and progress to further studies.

##### 19.3.2 Curriculum Structure

Sl.	Year 1	Year 2
1	འབྲུག་གི་བྱང་རབས།	Translation & Interpretation- II

2	བདམྱོད་རྒྱུ་བཤད།	གདམ་ལམ་ ཕྱི་སྐད་ ལྷ་ལྷོ་སྐད་ བཀའ་བཞུགས་ འཆམ།
3	ནང་ཚུལ་ཤེས་ཡོན།	སྐད་འགྲེལ་རང་དཔེ་གཟུགས་གསུམ།
4	གདམ་ལམ་ ཕྱི་སྐད་ ལྷ་ལྷོ་སྐད་ བཀའ་བཞུགས་ འཆམ།	ཚོང་ལ་བདམྱོད་ལཱ།
5	Academic Skills	English for Communication
6	Translation & Interpretation-I	སྐད་འགྲེལ་གསལ་སོགས་བརྒྱ།
7	Literary Genre 1	Contemporary Bhutan 1: Institutions & Reforms
8	མདོན་བཞུགས།	Introduction to Judiciary System
9	སྐྱོག་ལམ་དང་པ།	ལྷགས་ཀྱི་རྒྱུ་བཤད།
10	IT	Literary Genre 2

## 20. Teaching Faculty/Administration

### 20.1 Teaching Faculty

#	Name	Responsibility	Subject	Mobile
1.	Lungtaen Gyatso	President	Philosophy/Sanskrit	17110755
2.	Dr. Tshering Dhendup	DAA	Buddhist Philosophy	17432151
3.	Ngawang Jamtsho	DRIL	History	17636382
4.	Sangay Phuntsho(T)	Act. DSA	History	17891028
5.	Chorten Tshering	Assoc. Professor	Buddhist Philosophy	17346067
6.	Dawa Lhamo	Sr. Lecturer	English	17609627
7.	Pema Tshultrim	Lecturer	Etiquette	17624521
8.	Karma Rigzin	Lecturer	Rigney/ Translation	17647520
9.	Choni Tshewang	Lecturer	Asian Studies	17584299
10.	Tenzin Jamtsho	Lecturer	Asian Studies	16928519
11.	Namkha Wangmo	Lecturer	Weaving	17943434
12.	Sonam Jamtsho	Lecturer	IT	17566010
13.	Karma Yangden	Lecturer	English	17548548
14.	Clare Myers	Lecturer	English	17758790
15.	Sangay Thinley	Associate Lecturer	Mask Dance	17704041
16.	Kezang Dorji	Associate Lecturer	Buddhist Philosophy	17764389
17.	Samten	Associate Lecturer	Astrology	77809308
18.	Sonam Jamtsho (M)	Associate Lecturer	Buddhist Philosophy	17549386
19.	Sonam Nyenda	Associate Lecturer	Painting	17890351
20.	Kinzang Dorji	Associate Lecturer	Etiquette	17252745
21.	Chencho Tshering	Associate Lecturer	Translation	17624018
22.	Pema Wangchuk (S)	Associate Lecturer	Song & Music	17799497
23.	Tshering Dema	Associate Lecturer	Etiquette	17561725
24.	Dawa Zangmo	Associate Lecturer	IT	17909269
25.	Ngawang Dorji	Associate Lecturer	Zhung	17377055
26.	Tenzin Dargay	Associate Lecturer	Rigney	17487348
27.	Tshering Penjor	Associate Lecturer	Rigney	17517653
28.	Kencho Tshering	Associate Lecturer	Rigney	17911892
29.	Tenzin Dorji	Asst Lecturer	Rigney	17253509
30.	Sangay Phuntsho (N)	Associate Lecturer	Rigney	17644459
31.	Dorji Wangdi	Associate Lecturer	Translation	17518098
32.	Dechen Tshering (SL)	Associate Lecturer	Astrology	17335650
33.	Tshering Tashi	Associate Lecturer	Zhung	17949807
34.	Dorji Gyeltshen	Associate Lecturer	Zhung	17491459
35.	Thinley Gyeltshen	Associate Lecturer	Zhung	17985995
36.	Yeshi Jamtsho	Associate Lecturer	Rigney	17301600
37.	Alok Subba	Associate Lecturer	Anthropology	17766583
38.	Kinley Dem	Associate Lecturer	Linguistic	17679726
39.	Thinley Jamtsho	Associate Lecturer	Rigney	17857760
40.	Jigme Dorji	Associate Lecturer	English	17609653
41.	Dechen Choney	Assistant Lecturer	Translation/Linguistics	17702837

42.	Sangay Phuntsho (K)	Assistant Lecturer	History	17470631
43.	Jamyang Sonam	Assistant Lecturer	Translation	17536213
44.	Tshering. Om Tamang	Assistant Lecturer	English	77471462
45.	Sherub Tenzin	Assistant Lecturer	Song & Music	17942723
46.	Rinchen Dorji	Assistant Lecturer	Etiquette	17249896
47.	Singye Wangchuk	Assistant Lecturer	History	17856368
48.	Choni Dorji	Assistant Lecturer	English	17934191
49.	Jigme Wangdi	Assistant Lecturer	English	17764299
50.	Pema Wangchuk (P)	Assistant Lecturer	History	17799497
51.	Ngawang Gyeltshen	Assistant Lecturer	History	77397744
52.	Deki Peldon	Assistant Lecturer	Political science	17535839
53.	Pema Yuden	Assistant Lecturer	History	16921133
54.	Tobgay	Assistant Lecturer	Astrology	17537827
55.	Ngedup Gyeltshen	Assistant Lecturer	Astrology	17437687
56.	Tshering Yangki	Assistant Lecturer	English	17825383
57.	Sonam Wangchuk	Assistant Lecturer	Painting	17479252
58.	Dawa Zangmo	Assistant Lecturer	English	17307827
59.	Dema Tshering	Instructor	Painting	17659285

## 20.2. Administration/Supporting Staff

Sl. No	Name	Designation	Phone Number
1	Singye Wangchuk	Asst. Adm. Officer	17791016
2	Tenzinla	Assistant Engineer II	17703484
3	Chencho Tshering	ICT Officer	17815867
4	Lhakpa Dolma	Student record & Exam officer	17393184
5	Suribir Pradhan	Asst. Accounts Officer	77619459
6	Tashi Wangmo	Engineer	17973916
7	Dorji Dukpa	Store In-charge	17541874
8	Tashi Wangmo	Account Assistant	17317873
9	Dhan Maya Monger	ICT Technical Associate II	17888710
10	Yeshe Wangmo	ICT Technical Associate II	17943153
11	Sangay Dorji	Sr. Admin. Asst. III	17702850
12	Kota Tshering	Sr. Admin. Asst. III	16910612
13	Tshewang	Jr. Estate Manager	17801946
14	Sangay Tshering	Jr. Librarian III	17576464
15	Pemba	Jr. Librarian III	17698862
16	Cheku	Lab. Technician	17652486
17	Lekyla	Carpenter	17721578
18	Cheda	Plumber	17636332
19	Karma Wangchuk	Electrician	17903924
20	Jetsuen Dema	Library Asst. II	77729997
21	Dechen Peldon	Library Asst. II	17548049
22	Sangay Norbu	Library Asst. II	77633183
23	Kinley Wangchuk	Mess Incharge	17987132
24	Pema Zangmo	Office Assistant	17890338
25	Tshering Wangmo	Office Assistant	17555696
26	Cheki Dema	Library Asst. III	17162445
27	Dorji Dema	Adm. Asst.	17726110

28	Kelzang Pemo	Receptionist	17597802
29	Tshering Dorji	Driver	17847449
30	Laxchuman Monger	Driver	17792574
31	Pema Chopel	Cook	17244798
32	Tshering Norbu	Cook	17390061
33	Pema Wangdi	Cook	17780683
34	Dorji Gyeltshen	Cook	17904923
35	Karma Wangchuk	Cook	77413227
36	Pema Wangdi	Cook	17312044
37	Karma Tashi	Cook	17669735
38	Lhasa Gyelpo	Cook	17963030
39	Yeshi Lhamo	Gardener	17476587
40	Khandu Zangmo	Gardener	17664544
41	Thinley Norbu	Security	17252757
42	Thinley Norbu	Security	17252757
43	Purna Badhur	Security	17828480
44	Ugyen Kelzang	Security	17333549
45	Purna Bdr Monger	Security	77223390
46	Tshedup Pema	Security	77371699
47	Rinzin Dorji	Security	17430611
48	Samdrup Tshewang	Security	17805597
49	Sangay Yudon	Sweeper	16906279
50	Jigme Wangmo	Sweeper	17896897
51	Radhikha Maya Plumi	Sweeper	77482574
52	Jigme Wangxhuk	Sweeper	17606677
53	Gembo Tenzin	Sweeper	
54	Sherub Dema	Sweeper	17781037

### 20.3. Programme Leaders

1. Samten BA, Language and Literature
2. Choni Tshewang Diploma, Language and Communication Skills
3. Dorji Wangdi BA, Bhutanese and Himalayan Studies
4. Karma Rinzin BA, Bhutanese Language and Culture (DE)

### 20.4. Lineage of College Heads

- Late His Holiness Dilgo Khentshe Rinpoche (1961-1963) 2 yrs
- Late Lama Gyalwang Nima Rinpoche (1963-1967) 4 yrs
- Late Lopon Norbu Wangchuk Rinpoche (1967-1973) 6 yrs
- Late Lama Gyalwang Nima Rinpoche 2<sup>nd</sup> term (1973-1975) 2 yrs
- Late Lop. Goenpo Tenzin (1975-1977) 2 yrs
- Lama Choechong (1977-1988) 11 yrs
- Late Dasho Lam Sangnga (1988-1993) 5 yrs
- Mr. Singye Namgyal (1993-1999) 6 yrs
- Lop. Lungtaen Gyatso 1999 - Current

## **21. Committees**

### **21.1 College Academic Committee (IAC):**

The purpose of the Committee is to serve as the guarantor of academic standards and quality with respect to the design, delivery, development, and promotion of best practice in curricula, programmes, general educational matters and research within the College (The Wheel of Academic Law, A7.6). As a standing committee of the RUB Academic board, the IAC is responsible for implementation of the university academic quality assurance policies and procedures covering the development and monitoring of the programmes taught, learning and teaching including research, and the academic support of students within the College. It is also responsible for monitoring admission, recruitment, and progress of students within the College, and receiving, considering, and taking appropriate action on Annual Programme reports, and report the outcome to the Academic Board. It has the authority to approve minor changes to the programmes and ensure the proper conduct of the Board of Examiners in line with established procedures.

#### **Members**

- President
- Deans
- Program Leaders
- Kinzang Dorji, Secretary
- Librarian

### **21.2 Programme Board of Examiners**

The Board of Examiners shall, in the light of the University general assessment regulations and the programme specific regulations, determine:

- for each module, the mark and grade to be assigned to each student's performance and, in the case of a student failing a module, whether a re-assessment shall be recommended, and
- at specified intervals whether each student shall:
  - be eligible for an award,
  - be allowed to continue on the course or scheme, possibly with provision for re-assessment in certain modules and/or for the repeat of certain modules, or
  - be required to withdraw from the course.

#### **Members**

- President
- Deans
- Program Leaders
- External Examiners
- Exam Convener

### **21.3 Exam Committee**

The function of the exam committee is to coordinate all types of examination affairs including moderation of questions and answer sheets, to organize seating arrangements, coordinate invigilators and see to the smooth functioning of the semester end exams. The committee is also responsible for conducting fair examination in the College.

**Members**

- Dean of Academic Affairs (Chair)
- Lhakpa Dolma Student record and exam officer (Secretary)
- Deans
- HoDs and Programme Leaders

**21.4 College Research Committee**

The research unit of the College headed by the Dean, Research and Industrial Linkages will be supported by the College research committee. The committee is primarily vested with the responsibility of promoting and supporting research activities in the College by formulating policies to promote research and innovation in the college, taking account of RUB research policy developments and other funders, and also ensuring implementation in accordance with the policy. The committee is also responsible for identifying sources for funding for research within the college and advising on the establishment of links with other university colleges and research bodies, monitoring the quality of research within the college, and ensuring the maintenance of ethical standards in research. The committee is also mandated to review and evaluate research proposals submitted for funding both from the College and outside the College, and to provide support towards dissemination of research findings and to maintain a record of research activities.

**Members**

- Dean, Research (Chair)
- Deans
- CeBS Coordinator
- CHC Coordinator (Secretary)
- Program Leaders

**21.5 Culture Committee**

The culture committee will be responsible for planning and organizing cultural and other co-curricular activities such as dance, singing, *lozey*, *Tsangmo*, etc. for the wholesome development of the students. The student councilors will assist the committee in organizing the programmes.

**Members**

- Dean (SA), Chair
- Culture Head Department
- Sherub Tenzin, Secretary
- Kinzang Dorji
- Jigme Wangdi
- Student President & Vice President

## **21.6 Student Discipline and Grievance Committee**

The committee has the responsibility of handling any complaints and issues that concern students on issues other than assessment appeal. Students are expected to not only adhere to the student code of ethics but also to abide by the student code of conduct and the College rules and regulations at all times. This Committee shall have the power to resolve/investigate/hear cases brought against students who have allegedly breached the college rules and regulations. The committee shall adjudicate a case in the event that students are found to have been guilty of violating the Rules and Regulations during the study period. The recommendation of the Committee shall normally be the basis for disciplinary action to be taken by the Management. Moreover, this committee shall also attend to students' appeals and grievances, if any, for necessary actions by the management.

### **Members**

- President (Chair)
- Dean (SA), Secretary
- Deans
- Program Leaders
- Residence Coordinators
- Concerned Class Teacher
- Student President

## **21.7 Library Committee**

The function of the library committee is to formulate library policies, rules and regulations including the hours of opening and closing of the library, to make proper selections of books, and oversee the implementation of the library policies by the librarians. The committee will give suggestions to the librarians to make improvement or try to expedite the process by putting up proposals to acquire books or upgrade library facilities. The committee will also look into library related issues of any nature and resolve the problems.

### **Members:**

- Deans
- Program Leaders
- Library Advisor, Secretary
- Librarian

## **21.8 College Management Committee (CMC)**

The CMC is responsible for the provision of strategic direction to the college in terms of organizational structure, human resources, student services, external linkages, management of infrastructure, allocation of resources including staff and student housing, preparation of strategic plan and five year plan documents, monitoring and reviewing initiatives and progress made in key strategic objectives. The committee shall act as a forum for debate and decision-

making on initiatives and ensure a team approach in college-decision making, thus ensuring fair and transparent decisions.

**Members:**

- President (Chair)
- Deans
- Program Leaders
- Adm, Secretary
- Dawa Lhamo, Tenzin Jamtsho, Jigme Dorji, Staff Representatives
- Jetshen Dama, Jamyang Tenzin, Staff Representatives

### **21.9 Social Welfare Committee**

The main purpose of the committee is to look after the needs of the faculty members when faced with unforeseen circumstances such as illness and death, in the form of moral as well as financial support.

**Members**

- Pema Wangchuk, Secretary
- Dawa Zangmo
- Accountant
- Kelzang Pelmo (non-teaching representative)

### **21.10 Student Welfare Committee**

The main function of the committee is to look after the need and welfare of the students, and also to help them when faced with unforeseen circumstances.

**Members**

- Dean SA, Chairman
- Prayer In-Charge
- Residence Coordinators
- Mess In-charge
- Mess Captain
- Student President
- Councilors
- Games Captain
- Cultural Captain
- Health Captain
- Class Captains

### **21.11 Games and Sports Committee**

The primary responsibility of the Games and Sports Committee is to promote sporting values, ethics in sports including fair play and non-violent sports and encourage sporting practice in harmony with, and complementary to the sportsman spirit, and also to promote sports as a means towards achieving social skills and essential values such as promotion of peace, tolerance, understanding and friendship amongst players, leadership qualities and personalities.

**Members**

- Dean SA, Chair
- Kinzang Dorji, Secretary
- Tshering Tashi
- Adm. Officer
- Games Captain
- Student President
- Coach

**21.12 Dangsel - Student Newsletter**

Dangsel publishes two newsletters a year i.e. summer and winter issue. It brings the latest updates and developments in the College and the local community. The committee is responsible for compiling news items over a stretch of 6 months and finally publishing the newsletter on time.

**Members**

- Choney Dorji, Coordinator
- Tenzin Dorji, Chief-Editor (Dzongkha)
- Choney Dorji, Chief-Editor (English)

**21.13 Maintenance Committee**

The committee is responsible for identifying works that need maintenance. The committee will see to it that all maintenance works are carried out within the given time. The committee is also responsible for deciding the daily wage for different levels of skilled labourers if required.

**Members**

- Adm. Officer (chair)
- Store In-charge
- Estate Manger
- Electrical Technician
- Plumbing Technician
- Carpentry Technician
- Accounts Officer
- Mess In-charge
- Residence Coordinators

**21.14 Mess Committee**

The committee is not only responsible for improving the hygiene and quality of food but also responsible for inviting quotation for the supply of food items for the mess. The committee meets every month to discuss the monthly expenditure of the mess and other mess related matters. The committee also finalizes the menu for the week and oversees the smooth running of the mess.

**Members**

- Dean SA, Chair
- Mess In-Charge, Secretary
- Student Mess Representatives
- Student President
- Student Councillors

**21.15 Finance Committee**

The committee is largely responsible for the College's Strategic Plan and the Annual Corporate Plan. In particular the committee is responsible for the following:

1. Review and endorse annual operating and capital budgets of the college and forward it to the university for approval
2. Review the quarterly expenditure
3. Look for investment opportunities and advise on investment
4. Re-appropriate approved budget to support activities where budget is insufficient; and
5. Approve allocation of budget for adhoc/emergency activities

**Members**

- President, Chair
- Deans
- Program Leaders
- Adm. Officer
- Sangay Thinley (faculty representative)
- Student President (student representative)
- Accountant, Member Secretary

**21.16 Part-time Distance Education Committee****Members**

- Dean AA (Chair)
- Dean SA
- Program Leader (Distance Mode)
- Student and Exam Record Officer (Secretary)

**21.17 Choe-Chog Tshogpa**

The committee is responsible for coordinating various religious activities within the College and promoting the knowledge and skills to conduct, organize and perform the religious activities. The following are the key members. However, the coordination of any religious activities will be done in rotation based in groups. The key members will decide and form the groups.

**Members**

- Dean SA, Chair
- Kezang Dorji

- Ngawang Dorji, Secretary
- Sonam Tobgay
- Singye Wangchuk, Adm
- Student President and Vice President

### **21.18 College Construction and Management Committee**

The committee shall review work plan and progress of work and propose measures to expedite work, review quality of construction, review and recommend time extension due to unforeseen delays, approve quality of materials including all types of fixtures and fittings used in construction, physical verification and taking over of the facilities constructed, review and recommend termination of contracts and recommend minor changes in layout of facilities in a building arising out of site condition.

#### **Members**

- President (Chair)
- DRIL
- DSA
- DAA
- Adm. Officer
- Accounts Officer
- Engineer
- Estate Manger
- Store In-Charge

### **21.19 College Tender Committee**

The committee shall ensure that the procedure of the Procurement Rules and Regulations has been complied with in case of procurements estimated up to Nu.20 million in case of goods and up to Nu.50 million in case of works.

#### **Members**

- President (Chair)
- Deans
- Adm. Officer
- Accounts Officer
- Engineer
- Estate Manger
- Store In-Charge

### **21.20 Human Resource Committee**

The HR Committee is responsible for implementing the regulations and operational aspect of staff in the college by ensuring effective enforcement of the provisions of the RUB HR policy. It is responsible for recruitment, selection and appointment of regular employees at grade 9 and below and also for recruiting faculty on contract at an appropriate level based on need and qualification. The committee also has the authority to recommend and monitor long-term professional development programmes, and approve, review and monitor formal short-term professional development programmes for employees at grade 4 and below. The committee shall also take decisions on leaves, resignation and superannuation, performance management system, transfer, secondment, travel and staff disciplinary issues as per the RUB norms.

### **Members**

- President (Chair)
- Deans
- Jigme Wangdi
- Lop. Samten
- Dorji Wangdi
- Adm. Asst. Officer (Member Secretary)
- ICT Officer

## **22. STUDENT FACILITIES AND SERVICES**

### **22.1 Library**

The library is kept opened from 8:45 am to 8pm. There are library personnel to support the students in every possible ways. Students are expected to comply with the library rules and regulations. Each student is issued a library card and books are loaned out for a period of two weeks, renewable for another week.

### **22.2 Computer and Internet Services**

The College has a good set of computers with internet connection maintained in two separate labs for students. It is the responsibility of the students to use the computers for educational purposes only. Misuse of computers, playing games, chatting and sending obscene messages and opening of other's account is a violation of the code of ethics. The lab is kept open from 9am to 8pm for seven days a week during academic session.

### **22.3 Printing and Photocopying**

Printing and photocopy facilities are available in the stationery shop on the College campus.

### **22.4 Audio-Visual Unit:**

The College audio-visual unit has a modest collection of basic audiovisual aids. The unit is in charge of filming and documenting endangered cultural practices within Bhutan to preserve and promote our age-old heritage. The unit is also responsible for helping with the light and sound set up during different cultural and academic programmes of the College and also assists the member colleges of the Royal University of Bhutan in covering various functions and ceremonies on a case by case basis. The unit intends to produce some educational programmes for BBSTV in the near future.

### **22.5 Student Mess**

Student mess is open from 7am to 8pm. Each student admitted on govt. full scholarship is entitled to a monthly stipend fixed by the Government from time to time. Three meals are served every day. It is run by the mess committee comprising of Dean, Student Affairs, Mess In-charge and student representatives. Two students are appointed as mess in-charges every month on a rotation basis.

### **22.6 Health Services:**

The College does not have a trained health assistant, but a first aid kit is maintained with the health captain. If a student is seriously ill, the College will provide transportation to the hospital, during the night only. Student Dean, faculty of the College is the coordinator and can be contacted as and when required.

### **22.7 Buddy System:**

There are 20 buddy leaders nominated by the administration for a period of one year. These selected senior students will take care of you (new students) from the day you report to the college and will assist you in becoming familiar with the campus and its facilities, and orienting you to the College rules and regulations. They are your mentor, guide and elder brothers and sisters. They will help you in every possible way.

### **22.8 Student Governance: Clubs**

The college has number of academic, social and cultural clubs which organize a variety of activities ranging from academic, social and culture. The activities are usually organized and managed by the students and club coordinators are elected either by club members or by the whole student body for one academic period. These clubs/forums are supervised by the advisor (Dean SA). The list of clubs includes:

- a. **Religious Club:** Provides services within the campus and outside in reading holy books and ritual performances.
- b. **YPEER:** Coordinates awareness campaign on disaster management, health issues, sanitations etc. within and outside twice a semester.
- c. **Rover Scouts:** Offers services not only in cleaning campaign but also conducts various other engaging activities within and outside the campus as and when required.
- d. **Media Club:** Organizes seminars and provides social media training to the students.
- e. **Democracy Club:** This club actively participates in the amendments of rules and regulations for the election of college councilors yearly and is responsible for conducting the college elections.
- f. **Nature Club:** This club is in charge of planting and beautifying the campus.
- g. **Srog Chab Tshogpa:** The club is meant to help create awareness and to help Jangsa Tshethar Tshogpa.

### **22.9 Stationery Outlet:**

The College has a stationery outlet within the campus that can meet your needs at the lowest possible prices.

### **22.10 Cafeteria**

The College has a cafeteria within the campus for the welfare of the students. It is open on all working days. The canteen serves a variety of snacks and dishes at very reasonable price. It also arranges official parties and social events and provides a venue for all students and staff to socialize outside the classroom. The Cafeteria has a committee that looks after the quality of food, price, and hygiene to ensure best quality at the lowest price.

The guesthouse also provides a food service to students at a reasonable price.

### **22.11 Lecture Theatre**

The College has a Lecture Theatre with a seating capacity of 150. Students can organize small group debates, discussions, seminars and other entertainment activities

### **22.12 Auditorium**

The College auditorium has a sitting capacity of 750. All kinds of indoor events are conducted in the auditorium, including the morning assembly.

### **22.13 Accommodation**

There are currently four hostels for men and four for women with a capacity to accommodate all students. Management of the hostels is coordinated by the Hostel Provosts and respective student councillors.

### **22.14 Morning Assembly:**

Morning assembly is one of the most important activities of the College. It is the only time where all the students and lecturers come together at the same time each week. It is also used as the forum to disseminate important information and announcements. It is conducted only once a week, BLL students on Mondays and BHS students on Tuesdays. It is conducted in the auditorium.

### **22.15 Prayer Sessions:**

All students are required to attend the morning and evening prayer where morning prayer lasts for half an hour and evening prayer for an hour. This prayer session is also conducted in shifts. A fine of Nu. 100 will be levied for being absent from prayer. Students who continue to miss prayer will be reported to the administration for administrative action.

### **22.15 Learning Centers**

#### **A. Centre for Buddhist Studies (CeBS)**

The centre was established in 2008 with a view to provide a platform for Buddhist intellectuals and academics to come together and share their views on Buddhism and discuss its contribution to the challenges of 21<sup>st</sup> century as a result of globalization. The centre hosts seminars, workshops,

and conferences and strives to promote greater understanding of Buddhism. The center also has the responsibility to document and publish research works.

## **B. Centre for History and Culture**

The College was established in 1961 by the late third King, Jigme Dorji Wangchuck, with the purpose of preserving and promoting Bhutanese language and culture. The College retains its focus on Bhutanese culture and history through research and imparting knowledge to youth. To meet the expectation of the College, the Centre for History and Culture was established in 2011 to carry out research on features and events related to the history and culture in Bhutan. It uses the latest technologies to document data properly in audio, visual and written forms.

Bhutan's rich cultural heritage stands out uniquely in the world today and reflects the rich customs, traditions and social values of the people. The center intends to make CLCS the best resource centre on Bhutanese History and Culture in Bhutan. International researchers, scholars and learners can also access and make good use of these resources.

## **23. CLCS STUDENTS CODE OF CONDUCT**

### **23.1 TITLE AND EXTENT OF APPLICATION:**

23.1.1 This shall be called the CLCS Students Disciplinary Rules and Regulations, 2015-2016.

23.1.2 It shall apply to all students of the College unless otherwise specified.

### **23.2 EFFECT:**

23.2.1 The Rules and Regulations, which came into force with effect from July 1, 2015.

### **23.3 College Disciplinary Committee**

The College has a Student Discipline and Grievance Committee which has the power to adjudicate a case in the event that students are found to have been guilty of violating the Rules and Regulations during the study period. The recommendation of the Committee shall normally be the basis for disciplinary action to be taken by the management.

### **23.4 DISCIPLINE COMMITTEE RESPONSIBILITIES:**

Specifically, the Committee shall be responsible for:

23.4.1 Ensuring that all Rules & Regulations are observed by the students in the interest of the College;

23.4.2 Inspecting of hostels and classrooms from time to time to ensure effective functioning of the College;

23.4.3 Holding discussion/consultation with the students to get their views and suggestions for improving and developing a workable system as and when required;

23.4.4 Acting as the advisory body in relation to student-related disciplinary issues for proper management of the College;

23.4.5 Ensuring that values such as accountability, discipline, professional standards, innovation and team-spirit are inculcated/ respected by the students.

23.4.6 Taking appropriate disciplinary actions in the event of non-compliance of Rules and Regulations.

## **24. COMMITTEE PROCEDURES:**

24.1 The Committee shall meet as and when required to hear and review cases of the students' breach of discipline with respect to the rules of the College and also to discuss matters of common concern.

24.2 The Member Secretary, with the prior approval of the Chairperson, shall call the meeting and also record and maintain the minutes of the meeting.

24.3 A meeting shall be convened immediately to address issues that need urgent attention.

24.4 A case shall be investigated with utmost care and sincerity, and the parties involved shall be given an adequate and reasonable opportunity to defend the charge if there is (are) any.

24.5 Purpose of "Student Code of Conduct and Ethics"

The purpose of "Student Code of Conduct and Ethics" is to foster holistic development of student learning. This is proposed so that:

- a. Student development is emphasized;
- b. National/Community interests are met;
- c. Students receive uniform/fair treatment;
- d. Harmonious living is promoted; and
- e. Responsibility and accountability are instilled.

## **25. Definition of Offenses**

Any student found guilty of the following misconduct shall be subjected to appropriate action under this policy.

### **25.1 Academic Dishonesty**

Academic dishonesty shall be interpreted as per the provisions of the Wheel of Academic Law.

### **25.2. Falsification**

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

### **25.3 Refusal to Identify and Comply**

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).

#### **25.4 Threatening, Harassing, or Assaultive Conduct**

Engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person.

#### **25.5 Disorderly Conduct/Disruptive Behavior**

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; making or causing noise, regardless of the means, that disturbs authorized University activities or functions, and engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning.

#### **25.6 Illegal or Unauthorized Possession or Use of Weapons**

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.

#### **25.7 Illegal or Unauthorized Possession or Use of Controlled Substances or Alcohol**

Substance abuse and possessing or using alcohol illegally.

#### **25.8 Unauthorized Use of University Facilities and Services**

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

#### **25.9 Theft, Property Damage, and Vandalism**

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

#### **25.10 Unauthorized Access**

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.

#### **25.11 Hazing**

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.

#### **25.12 Rioting**

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).

### **25.13 Ragging**

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.

### **25.14 Unauthorized Association**

Formation of group(s) with ulterior motives that would create disharmony in the community.

### **25.15 Sexual Harassment**

Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature.

### **25.16 Rape**

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

### **25.17 Violation of National Laws**

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.

## **26. Definition of Sanctions**

### **26.1 Warning**

The issuance of an oral or written warning or reprimand to the offender.

### **26.2 Probation**

Special status with conditions imposed for a defined period of time and will include more severe disciplinary sanctions if the student is found to violate any institutional regulations during the probationary period.

### **26.3 Required Compliance**

Satisfying University requirements, work assignments, community service, or other discretionary assignments.

### **26.4 Confiscation**

Confiscation of goods used or possessed in violation of University regulations.

### **26.5 Restitution**

Making compensation for loss, injury, or damage of University property.

**26.6 Restriction of Privileges**

The denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

**26.7 University Housing Suspension**

Separation of the student from University Housing for a defined period of time.

**26.8 University Housing Expulsion**

Permanent separation of the student from University housing.

**26.9 Suspension**

Separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

**26.10 Expulsion**

The permanent separation of the student from the University.

**26.11 Withholding of Diploma or Degree**

The withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

**26.12 Revocation of Admission or Degree**

Rescinding a student's admission to a University or revoking a degree already awarded by the University.

**26.13 Interim Suspension**

Immediate suspension of a student pending a hearing before the College Disciplinary Committee (CDC). (During the interim suspension, the student may be denied access to all University activities or privileges for which the student might otherwise be eligible, including access to University housing or property).

**26.14 Resolution of Student Code of Conduct and Ethics**

In order to deal with issues related to violation of Student Code of Conduct and Ethics (SCCE), each College shall have the authority to manage its own system of resolving student disciplines in a fair and transparent manner. (Each College shall have the authority to refer cases to law-enforcing agencies where appropriate and necessary).

**26.15 Initiations of complaints on violation of Student Code of Conduct and Ethics**

Any College faculty, staff or student may file complaints on violation of Student Code of Conduct and Ethics to the College authority as soon as possible after the incidence is seen/observed.-Thereafter, the College authority shall issue a notice to the offender for resolution. The student's discipline may be resolved informally or formally.

**26.16 Informal Resolution of Student Discipline**

Every College shall have a system of resolving disciplinary problems informally without resorting to formal hearing processes. However, the student or the affected college, faculty, staff or student may choose to go for a formal resolution.

### **26.17 Formal Resolution of Student Discipline**

Each College shall have a formal system of resolving student disciplines when the nature and/or degree of offence warrants formal hearing or if a complaint is not resolved informally and the student wishes to go for a formal hearing.

### **26.18 The Hearing Process**

Hearings on all cases of violation of Student Code of Conduct and Ethics (SCCE) must be fair. A fair hearing process shall be carried out in a transparent manner and allow students to:

- Be informed / notified appropriately of the alleged violation and the underlying factual allegations along with the time, date and place of hearing;
- Receive a prompt hearing;
- Submit statements on the alleged violation;
- Present their case, including witnesses if any;
- Listen / know all evidence against them;
- Question adverse testimony; and
- Receive a written decision following the hearing.

### **26.19 Imposition of Sanctions**

Imposition of sanctions mentioned under the “**Definition of Sanctions**” shall be guided by the nature and degree of offence. However, the College disciplinary committee shall ensure fairness on the imposition of sanctions to all similar cases irrespective of ethnic group, religion, gender and social status.

### **26.20 Appeal**

Students shall be entitled to appeal the decision made by the Disciplinary Committee in the hearing process. The applicant shall however, submit the appeal in writing within five working days from the date decision is passed. The President may form an Appeal Committee to hear and make recommendations. The Appeal Committee may review the reason for appeal and outline a procedure for hearing an appeal. The Committee Chair shall make the final decision on the appeal submitted by the appellant.

### **26.21 Penalty/Sanctions/Measures**

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

- 26.6.1 Counseling, mediation, discussion and advice
- 26.6.2 Verbal Warning
- 26.6.3 Written Warning
- 26.6.4 Withdrawal of facilities including hostel facilities
- 26.6.5 Restitution
- 26.6.6 Compliance
- 26.6.7 Legal parental undertaking
- 26.6.8 Suspension
- 26.6.9 Handing over to relevant authority
- 26.6.10 Expulsion
- 26.6.11 Probation
- 26.6.12 Withholding of diploma/degree

26.6.13 Confiscation

26.6.14 Revocation of admission or degree

*(However, the imposition of the above penalties/sanctions will be subject to the judgment of the college disciplinary committee as per the nature of the offences)*

## **27. Pregnancy Policy**

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. However, she can come back after one year along with the next cohort.

## **28. Apprehension by Police**

a) Accused on the ground of suspicion will be subjected to the College disciplinary process upon intimation by police,

b) If adequate action has been taken within their jurisdiction, the College disciplinary committee will forgo disciplinary action. A copy of the report/statement will be retained in the personal file. Parents will be informed.

c) If the accused is forwarded to the court by the police and not proven guilty he/she will be reinstated as a student of the College. A copy report/office order/statement will be retained in the personal file. Parents will be informed.

d) If the defaulter is proven guilty he/she will not be reinstated as a student of the College.

e) It should be noted that once a person is apprehended by the police, he/she will be registered in the Delinquent Management System maintained by the Royal Bhutan Police.

f) The jurisdiction of CLCS is confined to the campus. If the students create law and order problems outside the campus, they are answerable to the concerned agencies. CLCS will do its utmost to protect all students as long as they are on the right side of the law. Students are advised not to overstep limits.

## **29. Hostel Norms**

### **29.1 Sanctity of the Hostel**

a) The hostels, being a part of the college premises, deserve a sacred status. Students are expected to adhere to an acceptable form of behavior, and maintain discipline and decorum in the hostel premises.

b) Possession, distribution and consumption of alcoholic beverages, prohibited drugs, cigarettes or chewable tobacco in the hostel complex is not allowed. Gambling, including playing cards, in any form in the hostel premises is strictly prohibited.

c) Students are not permitted to allow visitors of the opposite sex into their rooms at any time for any reason whatsoever. Any students found violating this rule will be evicted from the hostel.

d) Pets are not allowed in the hostel campus for administrative and health reasons. Anyone found in contravene with this rule, will be asked to vacate the hostel room immediately without any explanation.

e) Students must return to the hostel by 8:30 pm everyday and are not allowed to leave the hostel before 6 am on all days including Sundays and government holidays, unless special approval is sought from the Dean of Student Affairs.

f) Registers will be maintained in the library as well as computer lab, wherein the students visiting them will have to enter details of their visit, especially their time of visit and their exit from the venue.

g) Silent hours (meant for academic works) will be observed starting from 8:00 pm. A hostel campus should be a place where students can have the best possible condition for studying and adequate rest. As such, due consideration must be given to other students at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Televisions, if provided in the common room, must be switched off by 10:00 pm. These rules are intended to ensure an environment conducive to the well being of all students.

h) Parties or social gatherings in the hostel campus are not permitted. If any such gathering needs to be conducted, permission should be sought from the provost, who will identify the venue for the same.

i) In case of any unacceptable behavior by a roommate, the other roommate must report it to the Councilors, immediately. Peaceful co-existence should be given priority.

j) Residents will assist and support councilors and provosts in co-coordinating all events and functions of the hostels.

k) It is mandatory for all boarders to attend the morning and evening prayer sessions.

## **29.2 Room allotment and Facilities**

a) Students are entitled to accommodation in the hostel as long as they are full-time, registered students of a programme and so long as there is vacancy.

b) Students are not permitted to change rooms or sleep wherever they wish. They should be in their own allocated rooms.

c) The Hostel Management Committee reserves the right to move students to other hostel units if they deem it necessary to do so.

d) Common hostel furniture must not be moved without the permission of the Hostel Management Committee.

- e) All fans, lights, water taps and electrical appliances must be switched off when not in use. Keeping electrical appliances such as TVs, VCRs, rice and curry cookers and ovens in the rooms is also prohibited.
- f) Any damage to the hostel property must be reported immediately to the Provost. Students will be charged for all damages except damages caused by normal wear and tear. In case of carelessness or intentional damage, a fine proportional to the damage shall be levied by the Hostel Management Committee. Students found guilty of damaging hostel property can be evicted from the hostel.
- g) The Hostel Management Committee reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
- h) Students should bring to the notice of the Estate Manager, through the Provost, any and all routine and necessary maintenance work (Civil, Carpentry and Electrical) to be carried out in their rooms. A Work Order Form should be duly filled out, with all the details, and submitted to the Provost, who will follow up immediately.

### **29.3 Check-in/out Procedure**

- a) At the time of entry, residents will sign an inventory slip of the room facilities and their condition after joint verification by the councilors/ provost/ Estate Manager.
- b) Provost and other College management team members may, at any time, visit the rooms and verify equipment and materials for administrative reasons.
- c) Students must take written permission in a prescribed manner before leaving the campus stating reason, period, destination and contact numbers and address for the days of absence, routed through the Provost. Students may only leave the campus if permission has been granted in writing by the Dean of Student Affairs.
- d) Upon graduation, the students should hand over the furniture to the Hostel Management Committee. A clearance certificate will be signed by the provost only when hostel dues are cleared. Failing to clear hostel dues will lead to withholding of exam results and other documents.
- e) Day Scholars: A boarding student wishing to leave the hostel and stay as a day-scholar must seek formal approval from the DSA. Approval will be granted on fulfillment of the following conditions.
  - 1. Consent letter from parents/guardians
  - 2. Complete all formalities with the Dean, Student Affairs
    - a. Residence Coordinators (concerned)
    - b. Store in charge
    - c. Councilors (concerned)
    - d. Mess in charge

#### **29.4 Maintenance and Cleanliness of the Hostels**

- a) Students are responsible for keeping their rooms and the common areas in the hostel, such as bathrooms, staircases, and common rooms, clean and tidy at all times.
- b) There will be compulsory Socially Useful Productive Work (SUPW) once a week on Sundays.
- c) Cooking in any form is not at all allowed in the hostel except for self-catering residents. The hostel management committee will take appropriate actions against those found violating this policy.
- d) Students will not be permitted to take food outside the dining hall, except in the case of an ill student. In this case, written permission should be obtained from the Councilors/Provost. College plates, spoons and glasses should not be moved from the dining hall. If any student is found breaching this rule, a penalty of Nu. 300 will be levied.
- e) Pasting of posters, writing graffiti (writing on the wall with chalk or any such writing material), of any kind or defacing the hostel wall / premises in any form is not allowed.
- f) Students are responsible for beautifying the hostel campus by planting ornamental trees and flowers.

#### **29.5 Hostel Security**

- a) Students are advised to lock all doors at all times for security reasons. The Hostel Management Committee is not responsible for any loss of private property. Students are strongly advised to lock up all valuables (e.g. mobile phones, laptops, watches, money, etc) at all times.
- b) Students are duty bound to report to the Councilors or Provost in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- c) The movements of residents are restricted after the silent hours except on genuine grounds.

#### **29.6 Visitors to the Hostel**

- a) Outsiders are strictly prohibited from entering the hostel, whatever the pretext. If, the students have any visitors, they should inform the Provost, and after taking prior permission, they can meet their visitors in the common room.
- b) Prior approval of the provost is required for overnight stay by the visitors in the hostel.
- c) Visitors must be mentally sound and not be intoxicated. S/he must not bring in any intoxicating substances (alcohol, drugs etc.) or weapons of any kind.
- d) The host concerned will be fully responsible for any misconduct/ offence that may arise because of the visitor.

#### **29.7 Electricity Charges**

- a) The college will bear electricity charges up to Nu.300 per month per unit. Excess charges will have to be borne by the respective residents.

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

### **30. Rights to Full-Scholarship**

Any student admitted to the degree programmes as a regular, government-funded candidate will receive the monthly stipend until he/she completes his/her studies within the stipulated time frame. However, if a candidate repeats the entire course or if a candidate is not permitted to appear for the term end examination owing to shortage of required attendance, or a student is expelled from the College on disciplinary grounds, he/she will not be entitled to receive the monthly stipend. He/she will have to arrange his/her accommodation and food for the rest of the duration as decided by the management.

### **31. INTERPRETATION AND AMENDMENTS:**

31.1 The College Disciplinary Committee shall be the competent authority to interpret these Rules and Regulations.

31.2 The College Disciplinary Committee reserves the right to take appropriate actions for offences not covered in any of the clauses above.

31.3 The College Disciplinary Committee reserves the right to modify any of the College rules and regulations as and when necessary.

31.4 The decision of the College Disciplinary Committee in all matters shall be final and binding.

### **32. GENERAL INFORMATION**

#### **32.1 Fees**

Students are required to deposit a sum of Nu.1000/ each in the first year of which Nu.500/ is deposited as security (refundable) and the rest Nu.500/ is for various College activities such as student prizes, awards etc. and Nu. 300 for prayer book. The security deposit is reimbursed at the end of the course.

#### **32.2 Election of Councilors**

The democracy club conducts election of student councilors and coordinators with help from the Dzongkhag election office. The 2<sup>nd</sup> year students file the nomination of the candidates from amongst themselves, which is further screened by the staff (teaching/non-teaching), in consultation with the outgoing councilors. The candidates then campaign for their candidature over a period of one week just before the election. All the students, faculty and supporting staff participate in the election. The voting is done separately for the male and female councilors category. A week after the general election of councilors, the President and Vice President are elected from the pool of elect-councilors by themselves.

### 33. Academic Calendar July 2017-June 2018

#### JULY 2017

SUN	MON	TUE	WED	THU	FRI	SAT
						1 Summer Vacation for Faculty
2	3 Birth Anniversary of Guru Rinpoche	4	5	6	7 Result Declaration	8
9	10	11	12	13	14	15 Councilors & class captains report
16 Reporting of faculty & staff Registration for Reassessment and Recheck	17 General Staff meeting Registration for Reassessment and Recheck	18 Reporting of old students & settlement Work plan & Appraisal Registration for Reassessment and Recheck	19 Mass Cleaning and Arrangement if any Work plan & Appraisal Recheck Result declaration	20 Mass Cleaning and Arrangement if any Work plan & Appraisal Reassessment	21 Submission of lesson plan to Program Leaders Reassessment	22 Reassessment
23 New students report	24 Settling down and Fee collection  class begins for old students	25 Human Values Workshop for new students Reassessment Result Declaration	26 Human Values Workshop for new students	27 First Sermon of Lord Buddha	28 Human Values Workshop for new students	29 Briefing on CLCS rules and regulations, Elative introduction For students. Welcome show in the evening

#### AUGUST 2017

SUN	MON	TUE	WED	THU	FRI	SAT
30 Campus orientation for new students	31 VLE training for new students will be arranged accordingly by IT Class begins for new students	1	2	3	4	5
6	7	8	9	10	11	12 Return Show: Freshers' Nite
13	14 Interclass Volley Ball tournament for Boys and Girls	15	16	17	18	19 College Academic Committee Meeting

20	21 Foot ball Boys (inter-class)	22	23	24	25	26
27	28	29	30	31		

**SEPTEMBER 2017**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 Inter-class <i>Zhungdra</i> Competition
3	4	5 Sports completion	6	7	8	9 Mass cleaning campaign
10	11	12	13	14	15	16 Sports Day Celebration
17	18	19	20	21	22	23 English Debate (inter class)
24	25	26	27	28	29 Bless Rainy Day	30 College Academic Committee meeting

**OCTOBER 2017**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7 Inter-class Dzongkha skit
8	9	10	11	12	13	14 Inter-class Lozey
15	16	17	18	19	20	21 Entrepreneurship Day

22	23	24	25	26	27 College Academic Committee Meeting	28 Declamation English (Inter- Class)
29	30	31				

### NOVEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 Question setting	4 Question Setting
5 Coronation Day of His Majesty the 5 <sup>th</sup> King	6 Submit Question Papers to the Programme Leaders for Moderation	7	8 Question Paper moderation	9	10 Descending Day of Lord Buddha Mother's Day celebration	11 Birth Anniversary of 4 <sup>th</sup> Druk Gyelpo, Constitution and GNH Day
12	13 Submit Question Papers to Exam Committee	14	15	16	17	18
19	20	21 Class End	22 Attendance Submission	23 PBE regarding attendance shortage	24	25 Exam begins
26	27	28 Assessment begins, students leave for vacation	29	30		

### DECEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 End of Assessments
3 General staff meeting & faculty leave for vacation	4	5 Exam Ends	6 Answer sheet Evaluation	7 Students leave for winter Vacation	8	9

10	11 Result Declaration	12 End of Assesment	13	14 Subject Allocation	15	16 General Staff Meeting
17 National Day	18	19	20 Result Declaration DE reporting	21 DE exam starts and class begin	22	23
24	25	26	27	28	29 DE Result declaration	30

JANUARY 2018

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 DE class Ends	30	31			

FEBRUARY 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 Reporting of faculty General staff meeting	3 Work plan and appraisal
4 Reporting of students	5 Work plan & Appraisal Mass cleaning students	6 Submission of work plan & appraisal to program leaders.	7 Class begins	8	9	10 College Ritual

11	12	13	14	15	16	17 <i>Tsangmo</i> (inter class)
18	19 Foot ball girls (inter class) begins	20	21	22	23	24 College Academic Committee Meeting
25	26	27	28			

MARCH 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3 <i>Boedra</i> (inter- class)
4	5	6	7	8	9	10
11	12	13	14	15	16	17 English Extempore (inter class)
18	19	20	21	22	23 Academic Committee review meeting	24
25	26 Basketball Boys and girls (Inter-Class)	27	28	29	30	31

APRIL 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7 English Quiz (inter class)
8	9 Foundation	10	11	12	13	14

	cup begins					
15 Inter-class Archery	16	17	18	19	20	21 Inter-class Archery
22	23 TT(inter-class)	24	25	26	27 Academic Committee review meeting	28 Declamation English (inter-class)
29	30					

MAY 2018

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5 Block wise cultural competition (day scholar included)
6	7	8	9	10	11	12
13	14	15	16	17	18 Question paper setting	19 Question paper setting
20	21	22	23	24	25 Internal mark submission	26
27	28	29	30	31		

JUNE 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 Exam begins
3	4	5	6	7	8	9
10	11	12 Exam Ends	13 Summer vacation for students & Paper Evaluation begins	14	15	16

17	18	19 Assessment ends	20 Summer Vacation for Faculty	21	22	23
24	25	26	27	28	29	30

### JULY 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Reporting of Faculty	16 Staff meeting	17 Work plan & Appraisal	18 Work plan & Appraisal	19 Reporting of councilors, & class captains	20 Submission of lesson plan to Program Leaders	21 Reporting of old students
22 Reporting of old students	23 Mass cleaning	24 class begins	25	26 Reporting of new students	27 Settling down and fee collection	28 Human Values Workshop
29 Human Values Workshop	30 Human Values Workshop	31 Human Values Workshop	Human Values Workshop	Briefing on College Rules and regulations (DSA)	Campus orientation (buddy leader)	

### 34. Daily Activities Schedule

Time	Activities
05.00—06.00AM	Morning Study
6.00—7.00AM	Morning Prayer
<b>6.00---8.00AM</b>	<b>Break Fast</b>
8.30—8.50AM	Morning Assembly
<b>Morning Shift Classes</b>	<b>8am-1pm</b>
<b>Afternoon Shift Classes</b>	<b>1.15pm-6.45pm</b>
<b>6.30—8.30PM</b>	<b>Dinner</b>
9.00—10.00PM	Self-Study
10.PM	Bed time

Notes

Notes