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Royal University of Bhutan

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College of Language and Culture Studies

Taktse, Trongsa

Student Handbook

BA in Language and Literature

BA in Dzongkha and Culture Studies

BA in Bhutanese and Himalayan Studies

MA in Choekey and Dzongkha (Part Time)

July 2021-June 2022

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:

1. Introduction

The College of Language and Culture Studies (CLCS) is situated 23 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 4th day of the 6th month of the Male Iron Ox Year corresponding to the 16th 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 28th 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 11th 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 in Bhutanese Studies for a GNH Society

4. Mission

- To provide quality programmes on Bhutanese studies, which will fulfil the needs of the country for an educated, skilled, and humane population.
- To conduct research for the creation of knowledge.

- To provide training and professional services for enhancement of knowledge, capacity building and community development.

5. Key Aspirations

- 5.1. Competent graduates in Rigzhung (Dzongkha, history and culture) to contribute towards the national objective of preserving and promoting national language, culture and tradition.
- 5.2. High quality and employable graduates with bilingual competence in Dzongkha and English. CLCS graduates find employment opportunities as teachers, translators, interpreters, researchers, culture experts, GNH experts, historian, curators, tourist guides, linguists and entrepreneurs etc.
- 5.3. Center for preservation and promotion of national identity through languages and culture education with focus in the following areas:
 - 5.3.1. Dzongkha, Choeky and indigenous languages
 - 5.3.2. History, Culture and tradition
 - 5.3.3. GNH, Values and ethics
 - 5.3.4. Bhutanese and Himalayan studies
 - 5.3.5. Translation and interpretation studies
 - 5.3.6. Buddhist Studies
- 5.4. A repository of Bhutanese literature and materials in Dzongkha in order to keep continuity and track of changes
- 5.5. A promoter of culturepreneur.
- 5.6. A destination for international students to pursue:
 - 5.6.1. Buddhist studies (however, this will be done differently from what is being offered in the Shedras and in western universities. The focus will be on the critical investigation of spirituality from a cultural perspective/lens).
 - 5.6.2. Bhutanese and Himalayan studies (history, culture, environmental consciousness, mindfulness, GNH and well-being, and values)

6. Core Values

- Professionalism
- Compassion
- Innovation
- Proactive
- Socially Responsible
- Bhutanese Essence
- Passion for Learning
- Self-Transformation
- Respect
- Mindfulness

7. Entry Requirements

7.1. B.A. Programmes

Sl.#	Programme	Eligibility Criteria	Ability rating points	Government Scholarship

1	BA in Language and Literature	For students of Language and Culture Studies: Class XII pass students with a minimum of 50% in English and 55% aggregate in Choenjug, Sumtag/Ngagtag, Nyengag and Dzongkha/Dazhung.	For students of Language and Culture Studies: Choenjug – 5 Sumtag/Ngagtag – 5 Nyengag – 5 English – 5 Dzongkha/Dazhung – 3 1 other subject – 1	80 (40 for LCS and 40 for BHSEC)
		For BHSEC Rigzhung and general students: Class XII pass students with a minimum of 50% in English, 60% in Dzongkha or 50% in Rigzhung	For BHSEC Rigzhung and general students; Dzongkha/Rigzhung – 5 English – 5 3 other subject – 1	
2	BA in Dzongkha and Culture Studies	For Language and Culture Studies students: Class XII pass students with a minimum 55% aggregate in Choenjug, Sumtag/Ngag-tag, Nyengag and Dazhung/Dzongkha	Choenjug – 5 Sumtag/Ngag-tag – 5 Nyengag and Dazhung/Dzongkha – 5 Two others – 1	80
Reporting date for 1 st year students – 11 th July 2021			Total in-take:	160
<i>Note: For BA in Language and Literature, If either of the seats marked for Language and Culture Studies (LCS) or BHSEC are not filled, it will be adjusted from either category.</i>				

7.2. MA in Choekey and Dzongkha

- Those who have pass certificate in Buddhist Philosophy
- The selection will be based on language and arts subject
- No objection letter from agency if employed
- Based on arts subject there will be entrance test where candidate have to score 50% and selection will be done on merit basis ranking

8. Selection Criteria:

8.1. BA 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 as reflected in entry requirement.

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.

D7 Code of Practice for Learning and Teaching

Status: *Adopted by the 16th Academic Board Meeting in May 2009 for inclusion in the Student Handbook for all programmes of the University.*

The 29th Academic Board Meeting in December 2013 endorsed the Code for inclusion in the Wheel of Academic Law.

1 Introduction

1.1 Teaching and learning activities in all Colleges and Institutes of the University shall be governed by the codes of practice for students and staff set out below. The statement of the responsibilities at all levels of the University is to provide guidance on student and staff behavior, rights in teaching and learning activities, and to show how the responsibilities at different levels complement each other. The responsibilities of students, and the responsibilities of staff at different levels, are regarded as reciprocal, so the responsibilities of one group imply the rights of the other.

2 Responsibilities of Students

- 2.1 Students of the University have the following responsibilities to:
- 2.1.1 apply themselves to their studies to the best of their abilities;
 - 2.1.2 become familiar with the rules and regulations governing the programme in which they are enrolled, and to ensure that the modules selected meet the degree requirements;
 - 2.1.3 be aware of the policies and practices and expectations of the University set out in the University's Wheel of Academic Law and of any College/Institute and department in which they are enrolled and which are contained in the programme handbook, module materials and information made available to them;
 - 2.1.4 be aware of, and act according to, the rules and regulations concerning the use of College/Institute computing, library and other facilities, and so to respect the rights of other users;
 - 2.1.5 meet deadlines for module work to be submitted;
 - 2.1.6 take the initiative to consult appropriately when problems arise in any module;
 - 2.1.7 submit original work for assessment without plagiarizing or cheating;
 - 2.1.8 attend all organized teaching/learning activities, including professional placements, for each module in which they are enrolled (on-campus students) and, for off-campus students, to consider thoroughly all programme materials and participate in all prescribed residential schools;
 - 2.1.9 accept joint responsibility for their own learning along with the teaching staff;
 - 2.1.10 provide feedback to staff about (a) teaching and learning practices and (b) the quality of modules as well as to contribute to the development of university programmes and policies as appropriate;
 - 2.1.11 be aware of the University's commitment to equal opportunity and to demonstrate tolerance and respect for all members of the university community including respect of the right of staff members to express views and opinions; and
 - 2.1.12 respect the working environment of others in all areas of the University.

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

D1 Assessment Regulations

Status: Approved by the 5th Academic Board Meeting in August 2005. Additional section on Appeals approved by the 7th Academic Boarding meeting in April 2006.

Revisions approved by the 18th Academic Board Meeting in January 2010 and the 21st Academic Board meeting in February 2011.

Revisions to clause 6.12 approved by the 24th Academic Board meeting in January 2012.

Addition of a new clause 6.13 approved by the 33rd Academic Board meeting in May 2015, effective from autumn semester of 2015.

Revision to clause 8.3 (inclusion of weighting for a two year postgraduate programme from 30:70 to 40:60) and the inclusion of clause 8.3.1 approved by the 42nd Academic Board meeting in July 2018. The revisions become effective from autumn semester 2018.

Addition of a new clause 11.4 approved by the 46th Academic Board meeting in November 2019, effective from spring semester 2020.

i. Introduction

- a. The authority for approving programmes and granting awards rests with the Academic Board. These regulations provide the structure within which students shall be assessed and whereby their assessment contributes to their award. Each University student is enrolled on a programme and is subject to the regulations of that programme, which in its turn is subject to the University's overall policy and regulations.
- b. An award will be conferred upon satisfaction of the following conditions:
 - i. The student was a registered student of the University at the time of his or her assessment and has fulfilled all financial obligations to the University;
 - ii. The student has completed a programme approved by the University as leading to the award being recommended; and
 - iii. The award has been recommended by a Board of Examiners convened, constituted and acting under regulations approved by the Academic Board.
 - iv. The student has no adverse disciplinary record

ii. Principles and Purpose of Assessment

- a. The prime purpose of assessment is to enable students to demonstrate that they have fulfilled the objectives of the programme of study and that they have achieved the standard required for the award to which they aspire.
- b. Assessment reflects the achievement by the individual student in fulfilling the programme objectives, in relation to a consistent national standard of awards. Assessment, both summative and formative, serves as useful feedback to students. Students shall be informed of their performance in the assessment so that they are aware of their progress. Assessment is an essential component of the student's learning process and should be designed on that basis.
- c. Assessment is a matter of judgement, not simply of computation. Marks and percentages should not be treated as absolute values but as symbols to be used by examiners to communicate their judgement of different aspects of a student's work,

to provide information on which the final decision on a student's fulfilment of programme objectives may be based.

- d. A student's circumstances may influence the procedures for assessment and the consequences of assessment but not the standard of performance expected in a module assessment, or at the end of a programme.
- e. The Academic Board is the ultimate authority in the University for the ratification of academic decisions and may, in extreme circumstances, over-rule a Board of Examiners, but it will normally refer matters of concern back to the Board of Examiners for reconsideration.
- f. For many areas of its work the Academic Board will delegate its responsibility to Institute Academic Committees subject only to reporting; but it has the authority to revert that authority.
- g. Acting within the above principles a Board of Examiners will exercise its judgement in reaching decisions on individual students. It is responsible for interpreting the assessment regulations for the programme, in the light of the University's requirements and good practice in higher education. The Board of Examiner's academic judgement should not lightly be questioned or overturned.

iii. Reliability and Validity

- a. Assessment must be reliable. Reliability is the likelihood that similar results would appear if the students' work were marked on another occasion, whether by the same or different markers.
- b. Validity relates to the need to assess the right thing. If the module is seeking to teach students to synthesise academic concepts an assessment of their knowledge of the concepts will not of itself constitute a valid assessment. Assessments should test students' achievement of the specified learning outcomes of a module.
- c. To maximise reliability and validity:
 - i. It is mandatory for all tutors to invite a colleague to go through test questions or assessment tasks for clarity, readability, appropriateness to the learning outcomes of the module and level of demand.
 - ii. Student work should be moderated (where selected work is reviewed by an independent assessor or a group of assessors mark student work through consultation to achieve uniformity in marking).
- d. All assessed work should have associated marking criteria and marking scheme (appropriate model answers where possible). These guides to marking should be developed simultaneously with assessment instruments and, where practicable, be approved by the external examiner. Sharing of agreed marking criteria with students is a required feature of good practice. All feedback given to students should relate to the agreed marking criteria.

iv. Forms of Assessment

- a. The form and balance of assessment for each module should be such as to provide the most accurate assessment of the student's achievement of the module's aims and objectives. Assessment may be by end-of-module assessment (normally

referred to as examination); or by intermittent or periodic assessment undertaken during the course of the module (commonly referred to as continuous assessment). A combination of the two is most desirable since it allows a wide variety of learning outcomes and aims to be assessed.

- b. The forms of assessment commonly in use include objective tests, unseen essay papers, pre-disclosed questions, closed book examinations, open book examinations, case studies, assessed coursework, essays, projects, laboratory practical, including structured practical examination and objective structured clinical examination, supervised work experience, seminar contributions, oral presentations and viva voices.
 - c. The module descriptor and the definitive programme document should specify the relative contribution (weighting/percentage of marks) of continuous assessment and examination to the final module assessment.
 - d. By the commencement of each module the module co-ordinator must advise the enrolled students of the form of the assessment and the timing of the assessment components which make up the continuous assessment and semester end examination. This will be consistent with the overall framework established for the programme's assessment.
 - e. All assessments shall be conducted in the language of the module's instruction, except where specific provision has been made and agreed by the Academic Board, or by the Institute Academic Committee in the case of programmes below degree level or for programmes not leading to the University's awards.
 - f. If, through disability, a student is unable to be assessed by the prescribed method for the module, alternative assessment methods may be used. Taking into account the need to assess the student on equal terms with other students, variations may include the following:
 - i. An extension of the normal registration period for completing an award;
 - ii. Extra time being allowed for assessments;
 - iii. Alternative or modified assessments;
 - iv. Use of scribes in assessments;
 - v. Use of viva voce assessment; and
 - vi. Use of appropriate aids (such as word processor, Braille, tape-recorder, large print scripts etc.)
- v. Marks and Levels of Performance
- a. Assessment is primarily a matter of academic judgement, and the computational structure is designed to facilitate consistent judgements. The following scale is suggested as way of relating a judgement of performance to a numerical mark. The attribute attached to each range of marks are set out in more detail in the Appendix.

vi.	Judgement of performance	vii.	Mark
viii.	an outstanding performance	ix.	80% and above
x.	very good performance	xi.	70 - 79.9%
xii.	good performance	xiii.	60 - 69.9%
xiv.	satisfactory performance	xv.	50 - 59.9%

xvi. fail

xvii. 49.9% and
below

- a. These judgements and the related marks should be used in a consistent fashion at all levels of assessment whether it is judging a student's overall performance; a semester's performance; a module mark; or a piece of assessed coursework. This will ensure a consistent measure of quality at all stages of a student's performance.
 - b. If appropriate, examiners may adjust the raw marks attained by students in individual subjects, but the basis of the scaling must be reported to the Board of Examiners who may endorse the scaling.
- viii. Assessment of a Module and Progression
- a. 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.
 - b. A student will be awarded a mark of zero for non-submission of a component of course work.
 - c. A student who has been absent from the examination or who has performed badly due to illness or other cause acceptable to the Board of Examiners shall be allowed to take the examination and it shall be treated as a first assessment.
 - d. Re-assessment and Repeat of a module
 - e. Reassessment is permitted to allow a student to make good an initial failure. It thus affords the student an opportunity to succeed in the failed component of a module (s) (coursework or end of semester examination) and ultimately gain an award.
 - f. The Board of Examiners shall decide on the form of the re-assessment (e.g. written examination, viva voce, or an additional assignment, or any additional requirement which was not met), taking cognisance of the nature of the failed module and the nature of the failure. This may differ from the format of the first assessment and need not be the same for all students.
 - g. A student may be re-assessed in a failed module(s) provided that he or she:
 - i. Has not failed in more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number of modules); and
 - ii. Shall not be re-assessed in a module more than once.
 - h. Re-assessments should take place before, or at the commencement of the next semester.
 - i. A student who is re-assessed for a module failure, where there are no clear extenuating circumstances^[1], shall be awarded no more than 50% on passing the re-assessment, this being the minimum pass mark.
 - j. A student shall be eligible to repeat failed module(s) where he or she:
 - i. 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

- ii. Has failed more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number of modules). In such an event the student shall meet all teaching, learning and assessment requirements of the failed modules. For students under this category, attendance in lectures is mandatory.
- k. A student will be given the opportunity to repeat a module when it is offered at the first available instance.
- l. Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.
- m. A student may 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. A student may not register for more than 2 repeat modules in addition to the modules prescribed for the semester.

D2 Examination Regulations

Status: Endorsed by the 7th Academic Board Meeting in April 2006

Minor amendments to the regulation to clarify existing practice endorsed by the 28th Academic Board Meeting in August 2013

Additional sentence to paragraph 7.5 endorsed by the 33rd Academic Board Meeting in May 2015 with effect from Autumn Semester of 2015 for all students.

Inclusion of paragraph 7.5.1 endorsed by the 41st Academic Board in February 2018.

Amendments to section 7 of the regulation approved by the 42nd Academic Board Meeting in July 2018 with effect from Autumn Semester of 2018.

1 Introduction

[The regulations on examination should be read in conjunction with D1 Assessment Regulations].

- 1.1 The term "examination" shall refer to the end of module assessment associated with a programme of study and not to continuous assessments occurring during the delivery of a programme. Its form typically involves a written or oral examination, but may involve other forms such as assessment of laboratory exercises which may be approved or prescribed by the Academic Board in respect of any programme of study.
- 1.2 Other approaches to continuous assessment will not be strictly governed by this regulation. However, colleges may base their regulations and practices on the basic principles of this regulation.

- 1.3 Only registered students who have satisfactorily attended or otherwise pursued a programme of study approved by the Academic Board and who have completed satisfactorily all programme requirements shall be admitted as candidates to the examinations or other tests of attainment.
 - 1.4 It is the responsibility of each candidate to ensure that s/he is familiar with all relevant module and programme regulations and examination requirements.
- 2 Registering for Examinations
 - 2.1 All students who are:
 - 2.1.1 duly registered with the respective College of the University
 - 2.1.1 in good financial standing with the College
 - 2.1.2 Not debarred from examinations for any reason and who fulfil the requirements set out in [1.3] above are automatically registered as candidates for semester end examinations each year.
 - 2.2 Students who are unsuccessful in their initial examinations in any year and who are permitted by the relevant Programme Board of Examiners to present for repeat examinations in that year are required to register to repeat a module and its examinations. Students should normally repeat failed modules at the next available opportunity.
- 3 Examination Timetable
 - 3.1 Examination Timetables should be displayed on the college website and/or on notice boards easily accessible to all students. It is the candidate's responsibility to ensure that s/he is aware of the date, time and venue of his/her examinations. Examination Timetables should be displayed approximately three weeks in advance of the relevant examinations.
 - 3.2 It is the responsibility of a student to confirm that the examination timetable reflects all the examinations that the student is registered for in that semester. Every student should also ensure that s/he is not scheduled to write more than one examination at any one time.
- 4 Examination Hall
 - 4.1 Every examination room should be adequately manned by invigilators. A Chief Invigilator should be appointed with the remit to oversee and coordinate the examination invigilation.

- 4.2 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.
- 4.3 No candidate may leave the examination hall during the first hour or during the last fifteen minutes of the examination.
- 4.4 No candidate will be admitted to the examination hall more than half an hour after the start of the 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.
- 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.
- 4.6 No food or drink is permitted in the examination hall except drinking water.
- 4.7 Each candidate will sit at the desk indicated by the Invigilator or indicated on the notice board at the examination hall entrance.
- 4.8 Candidates must leave their current student identity cards visible on their desks for the purpose of checking, without undue disturbance, after the start of the examination. Candidates must have a current student identity card at all examinations.
- 4.9 The Invigilator will advise all candidates how to complete the cover sheet of the answer book and indicate whether one or both sides of the paper may be used and whether name or registration number/index number should be used. Candidates should read the instructions on the question paper before attempting the answers.
- 4.10 Candidates may not use dictionaries and other reference books or notes unless expressly approved by the college through the relevant Programme Board of Examiners. A list of such approved texts will be advised in advance. Mathematical/statistical tables, if required, will be supplied. Mathematical/ statistical tables are the property of the college and, under no circumstances should they be removed from the examination hall. Candidates found in possession of these tables outside the examination hall will be deemed to be in breach of examination regulations. Candidates may not bring their own mathematical/statistical tables into the examination room.
- 4.11 It is the responsibility of each candidate to ensure that s/he has an adequate supply of pens, pencils, ink, etc., required for an examination. Borrowing of such materials will not be permitted during an examination. Candidates may not bring blank paper into the examination hall. All paper will be supplied by the Invigilators.
- 4.12 Approved models of personal standard scientific calculators may be used except in circumstances where their use is expressly forbidden. Programmable or text storing calculators are not permitted. Candidates are required to record on their answer

booklet the make and model of calculator used. It is the responsibility of each candidate to ensure that his/her calculator is in working order.

- 4.13 Candidates are not permitted to bring mobile phones or any electronic equipment, other than a standard scientific calculator, into the examination hall.
- 4.14 Candidates wishing to leave the examination hall temporarily may 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.
- 4.15 Candidates must not, on any pretext whatsoever speak to, or communicate with any other candidate; such communications will be regarded as breach of examinations regulations. If a candidate needs to ask a question or obtain an extra answer booklet, s/he should raise his/her hand and one of the Invigilators will attend to him/her.
- 4.16 At the end of the examination, each candidate must remain in his/her place until an Invigilator has collected his/her answer booklet, the answer booklets have been checked, and the Invigilator has announced that candidates may leave the examination hall. It is the responsibility of each candidate to ensure that his/her answer booklet is handed to the Invigilator.

5 Absence from an Examination and Illness during an Examination

- 5.1 Invigilators will note the attendance of candidates appearing for the examination.
- 5.2 If a candidate is absent from an examination, a detailed explanation must be submitted to the Programme Leader immediately, together with a medical certificate if the absence was due to illness. Details of all such absences shall be reported immediately to the Chairperson of the Programme Board of Examiners and subsequently to the relevant Programme Board of Examiners.
- 5.3 A candidate who is absent from an examination without an acceptable excuse and proper documentation evidence will receive a zero for that examination paper.
- 5.4 A distressed or ill candidate may be permitted to leave the examination hall temporarily during an examination, accompanied by an Invigilator, and subsequently return to complete the examination, provided the continuity and quality of supervision is not affected. The Invigilator may, following consultation with the College Head, and the Programme Leader if deemed necessary, give a time extension to such a candidate at the end of the examination equal to the period of absence, or arrange for such a candidate to complete the examination in a separate room under separate supervision.

6 Provisions for Candidates with Disability

- 6.1 The Programme Leader should arrange for additional services for disabled students during their examinations. If required, specific reasonable adjustments will be made to enable disabled students to sit examinations, including any written, practice or oral examination. Candidates that have a temporary disability at the time of an

examination should contact the Programme Leader directly, if possible, at least seven days before their examinations commence. A candidate's request for additional provisions must be supported by a medical certificate.

7 Breaches of Examination Regulations

7.1 A candidate who is found to have unauthorised 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 official answer booklets shall be considered to be unauthorised materials.

7.2 The unauthorised materials shall be removed and retained by the Chief Invigilator who shall make a written report to the Dean of Academic Affairs. The Dean of Academic Affairs will forward the report to the Programme Board of Examiners for a decision. The candidate shall be allowed to complete the examination.

7.3 The same procedure will be followed [as in 7.2] where a candidate or candidates is/are considered by an Invigilator to have copied or to have attempted to copy any material from each other.

7.4 A candidate found to be in breach of examination regulations shall have all registered written examinations of that semester declared void i.e. declared failed by receiving zero in all examinations. This shall also apply to examinations for reassessment. (This paragraph should be read in conjunction with paragraph 6 under Section C1 of the Wheel of Academic Law).

7.4.1 Candidates found in breach of examination regulations during a reassessment examination will have all the reassessment examinations declared void and awarded a zero in all the reassessment examinations.

8 Communication of Examination Results

8.1 All examination results are subject to final confirmation by the College Academic Committee.

8.2 Results are formally communicated to students, after the relevant meetings of the Programme Board of Examiners, as indicated in the annual College academic calendar. Students will be able to view their results online on the college's website or on notice boards following each semester examinations.

8.3 Only information regarding pass/fail results may be given by telephone. Enquirers must be able to quote the students identity number. No member of staff other than the relevant Programme Leader, module tutor or authorised staff in a College may disclose details of results to candidates.

10.3.1 Attendance Regulation

10.3.2 Attendance & Progression

Students are expected to be regular and punctual in class attendance and to fully participate in the learning and teaching prescribed for their programme. The University sets the following requirements:

- a. A minimum requirement of 90% attendance across the board for all students at the University. This will be calculated on the contact time allocated for module in the DPD.
- b. A minimum of 80% attendance to account for extenuating circumstances and other assignments of the college or University, beyond which no other relaxations will be made.
- c. Failure to meet above requirement shall result in failure of module(s) and the student shall repeat the module when it is offered next. Such failure will not be eligible for reassessment of module. The manner of repeating modules due to such failures is:
- d. In the event, a student has not failed in more than 30% of the total number of modules prescribed for that semester along with the module(s) where he/she failed to meet the attendance requirement, the student will progress to the next semester and repeat the failed module(s). For students under this category, attendance in lectures is not mandatory.
- e. In the event a student has failed in more than 30% of the total number of modules prescribed for that semester along with the module(s) where he/she failed to meet the attendance requirement, the student shall meet all teaching, learning and assessment requirements of the failed modules without progression to the next semester. For students under this category, attendance in lectures is mandatory.

11. Programmes

11.1. BA. in Language and Literature (BLL)

11.1.1. 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.

12. Curriculum Structure

Yr.	Sem	Module Code and Name				
I	I	KYG101 བདུ་སྐྱོད་དང་པ། (དག་ཡིག)	KYG102 བདུ་སྐྱོད་གཉིས་པ། (སྲུམ་རྩ་པ།)	PHY101 ནང་ཚོས་དོ་སྐྱོད།	LIN101- Introduction to Linguistics	ACS101- Academic Skills
	II	KYG103 བདུ་སྐྱོད་གསུམ་པ། (རྟོགས་འཇུག)	KYG104 བདུ་སྐྱོད་བཞི་པ། (རྫོང་ཁ་བདུ་སྐྱོད།)	ETQ101- ཐོག་ལམ།	LAN101 Grammar, Vocabulary and Phonology in Context	ICT101 IT Skills
II	I	TSM201- ཡིག་བསྐྱར་རྣམ་གཞག	TSM202- སྐྱེ་བཀ་དང་པ། (རང་དབེ་གཞུགས་གསུམ་)	གདམ་ཁ་ཚོས་ཚན།	KYG205 ལེགས་སྦྱར། /Sanskrit	LIT201 Literary Genre I
		གདམ་ཁ་སྐྱོད་ཚན་དང་པ།				
		AST201 ཚེས་དང་པ།	SAM201 སྐྱེ་གཞུགས་དང་སྐྱེ་ཆ་དང་ པ།	ICY201 ལྷ་བྱིས་དང་པ།	MSD201 གར་འཆམ་དང་པ།	TXT201 ཐགས་བཀོད་དང་པ།
	II	KYG206 བདུ་སྐྱོད་ལྔ་པ། (མདུ་རྣམ་དཔྱེ་ཞིབ་སྐྱོད་ །)	TSM203 སྐྱེ་བཀ་གཉིས་པ། (གསལ་	གདམ་ཁ་ཚོས་ཚན།	TRA201- Translation I	LIT202- Literary Genre II

		མོགས་བསྟུ།)				
		གདམ་ལ་སྤྱོད་ཚན་གཉིས་པ།				
		AST202 རྩིས་གཉིས་པ།	SAM202 སྤྱི་གཞུང་དང་སྐྱེན་ཆ་གཉིས་པ།	ICY202 ལྷ་ཁྱིམ་གཉིས་པ།	MSD202 གར་འཆམ་གཉིས་པ།	TXT202 ཐགས་བཞོན་གཉིས་པ།
III	I	PHY302 མཛེན་པ།	KYG307 བད་སྐྱོད་བྱུག་པ། (བདག་གཞན་ཞིབ་སྣོད་།)	RES101- Basic Research Methods	TRA302- Translation II	LIT303 Introducti on to Literary Theory
	II	TSM304 སྐྱེན་ངག་གསུམ་པ། (ཕྱི་སོགས་ཉེར་གཉིས།)	PHY303 དབྱེ་མ།	TSM305 ལེགས་བཤད།	TSM306 ངག་རྒྱན་རྩིས་ལེགས་པ།	LIT 304 Contemp orary Literature
IV	I	KYG408 བད་སྐྱོད་བདུན་པ། (བད་སྐྱོད་མཐའ་དབྱེད།)	TSM407 སྐྱེན་ངག་བཞི་པ། (སྐྱེན་ངག་ཐོག་མཐའ།)	PHY404 བད་གཞེགས་སྣོད་པོ།	LIN402 Linguistics and Languages of Bhutan	LIT405 Introducti oin to Creative Writing
	II	TSM408 ནང་སྐལ་རྩིས་གཞུང་།	LIT406 Autobiograph ical Writings	RES403 Research Project		

13. B.A. Bhutanese and Himalayan Studies (BHS)

13.1. Aims of the Programme

The programme aims to provide students with a grounding in Bhutanese and Himalayan studies by imparting knowledge on Bhutanese culture, tradition, heritage, history, religion and language in the context of Himalayan studies. The programme also covers the study of specific historical developments, cultural norms, and the socioeconomic and geographic contexts that shape perceptions and practices in the Himalayan regions of Ladakh, Nepal, Sikkim, Bhutan, and Arunachal Pradesh.

In addition, the programme will introduce students to the concept of Gross National Happiness in the context of Bhutanese and Himalayan studies. Through this programme, students will develop research skills and bilingual competency in Dzongkha and English.

On completion of a three year BA in Bhutan and Himalayan Studies, graduates will be able to:

- Exhibit a broad understanding of key terms, debates and theories related to cultures, societies, languages, religions and histories of the Himalayan territories of Ladakh, Nepal, Sikkim, Bhutan and Arunachal Pradesh.
- Describe the evolutionary and historical processes that have shaped the biological, behavioural and cultural diversity of Ladakh, Nepal, Sikkim, Bhutan and Arunachal Pradesh.
- Compare the diverse cultural and traditional practices, and beliefs found within Ladakh, Nepal, Sikkim, Bhutan and Arunachal Pradesh.
- Analyse the impact of cultural change and geopolitical situations within Ladakh, Nepal, Sikkim, Bhutan, and Arunachal Pradesh
- Analyse the impact of major historical events in the world and the region on the socio-economic and political developments of the Himalayan region.
- Analyse a range of historical and contemporary issues in Ladakh, Nepal, Sikkim, Bhutan and Arunachal Pradesh.
- Describe the historical and political developments of Bhutan and the Himalayan region.
- Evaluate the importance of historical figures of Bhutan and their contributions to nation building.
- Gain an understanding of GNH as a development paradigm and make comparisons with other approaches.
- Evaluate the application of GNH to development policies and plans of Bhutan as well as its impact outside Bhutan.
- Undertake critical and constructive analysis of texts, artifacts, spaces, events, debates, policies and ways of being in the context of Bhutanese and Himalayan studies.
- Display basic skills of curating and presenting visual and spatial research.
- Apply basic research skills to conduct small scale research projects.
- Critically analyze and synthesize information relevant to the area of study.
- Communicate effectively in both spoken and written forms in Dzongkha and English
- Appreciate the uniqueness of Bhutanese values, culture and tradition.
- Display a sense of respect for indigenous knowledge and practices in Bhutan and the wider Himalayan region.

13.2. Learning Outcomes of the Programme

On completion of a three year BA in Bhutan and Himalayan Studies, graduates will be able to:

- Exhibit a broad understanding of key terms, debates and theories related to cultures, societies, languages, religions and histories of the Himalayan territories of Ladakh, Nepal, Sikkim, Bhutan and Arunachal Pradesh.
- Describe the evolutionary and historical processes that have shaped the biological, behavioural and cultural diversity of Ladakh, Nepal, Sikkim, Bhutan and Arunachal Pradesh.
- Compare the diverse cultural and traditional practices, and beliefs found within Ladakh, Nepal, Sikkim, Bhutan and Arunachal Pradesh.
- Analyse the impact of cultural change and geopolitical situations within Ladakh, Nepal, Sikkim, Bhutan, and Arunachal Pradesh

- Analyse the impact of major historical events in the world and the region on the socio-economic and political developments of the Himalayan region.
- Analyse a range of historical and contemporary issues in Ladakh, Nepal, Sikkim, Bhutan and Arunachal Pradesh.
- Describe the historical and political developments of Bhutan and the Himalayan region.
- Evaluate the importance of historical figures of Bhutan and their contributions to nation building.
- Gain an understanding of GNH as a development paradigm and make comparisons with other approaches.
- Evaluate the application of GNH to development policies and plans of Bhutan as well as its impact outside Bhutan.
- Undertake critical and constructive analysis of texts, artifacts, spaces, events, debates, policies and ways of being in the context of Bhutanese and Himalayan studies.
- Display basic skills of curating and presenting visual and spatial research.
- Apply basic research skills to conduct small scale research projects.
- Critically analyze and synthesize information relevant to the area of study.
- Communicate effectively in both spoken and written forms in Dzongkha and English
- Appreciate the uniqueness of Bhutanese values, culture and tradition.
- Display a sense of respect for indigenous knowledge and practices in Bhutan and the wider Himalayan region.

13.3. BHS Course Structure

Yr.	Sem	Module Code and Name				
I	I	HST101 Introduction to the Himalayas	BTN101 Cultural Heritage of Bhutan	KYG101 བཅོམ་འདྲེན་པ།	ICT101 IT Skills	ACS101 Academic Skills
	II	RES101 Basic Research Methods	BTN102 འབྲུག་གྱི་ཆབ་སྲིད། Political History of Bhutan	KYG102 བཅོམ་འདྲེན་གཉིས་པ།	LAN101 Grammar, Vocabulary, and Phonology in Context	REL101 Introduction to Hinduism
II	I	HST202 Basic Methodology of Writing History	REL202 Introduction to Buddhism	MUS201 Museum Studies	KYG103 བཅོམ་འདྲེན་གསུམ་པ།	ENG202 Critical Reading

	II	ARC201 Introduction to Archaeology	BTN203 འབྲུག་གི་ཚོམ་འབྱུང་། Religious History of Bhutan	HST203 History of India ; from 1885-1964 A.D.	HSM302 Oral History	KYG104 བརྗོད་བཞི་པ།
III	I	ICG301 ལྷ་སྐྱའི་བརྗོད་པ། Iconography	REL303 The Study of Rituals, Art and Texts	HST304 Political History of the Himalayas	ETQ101 ལྷོག་ལམ། Etiquette	BTN304 Bhutan and its International Relations
	II	BTN305 Introduction to GNH	BTN306 Socio-economic History of Bhutan	HST305 Modern World History	LIT203 ལེགས་བཤད། Literature	ANT 301 Family and Kinship in the Himalayan Region
IV	I	BTN407 Advanced Study of GNH	REL404 ནང་པའི་རྣ་སྐབས། History of the Bon Religion	HST406 The Triangular Relations: Bhutan, China and India	HST407 Himalayan Cultural Ecology	RES402 Research Proposal Writing
	II	RES403 Undergraduate Research Project				

14. Teaching Faculty/Administration

14.1.1. Teaching Faculty

#	Name	Position Title	Subject	Mobile
1.	Lungtaen Gyatso	President	Philosophy/Sanskrit	17110755
2.	Dr. Tshering Dhendup	Lecturer	Buddhist Philosophy	17432151
3.	Sangay Phuntsho (T)	Dean of Student Affairs	History	17891028
4.	Dawa Lhamo	Assistant Professor	English	17609627
5.	Pema Tshulthrim	Assistant Lecturer	Etiquette	17624521

6.	Karma Rigzin	Lecturer	Rigney/ Translation	17647520
7.	Choni Tshewang	Lecturer	Asian and African Studies	17584299
8.	Namkha Wangmo	Lecturer	Weaving	17943434
9.	Sonam Jamtsho	Lecturer	IT	17566010
10.	Sangay Thinley	Associate Lecturer	Mask Dance	17704041
11.	Kezang Dorji	Associate Lecturer	Buddhist Philosophy	17764389
12.	Samten	Lecturer	Astrology	77809308
13.	Sonam Jamtsho (M)	Associate Lecturer	Buddhist Philosophy	17549386
14.	Kinzang Dorji	Associate Lecturer	Etiquette	17252745
15.	Chencho Tshering	Associate Lecturer	Translation	17624018
16.	Pema Wangchuk	Lecturer	Song & Music	17799497
17.	Tshering Dema	Associate Lecturer	Etiquette	17561725
18.	Dawa Zangmo	Associate Lecturer	IT	17909269
19.	Tenzin Dargay	Associate Lecturer	Rigney	17487348
20.	Tsering Paljor	Associate Lecturer	Rigney	17517653
21.	Kencho Tshering	Associate Lecturer	Rigney	17911892
22.	Tenzin Dorji	Lecturer	Rigney	17253509
23.	Sangay Phuntsho (N) Associate Lecturer	Rigney		17644459
24.	Dechen Tshering	Associate Lecturer	Histoy	17335650
25.	Dorji Gyeltshen	Lecturer	Zhung	17491459
26.	Thinley Gyeltshen	Associate Lecturer	Zhung	17985995
27.	Yeshe Jamtsho	Lecturer	Rigney	17301600
28.	Kinley Dem	Associate Lecturer	Linguistic	17679726
29.	Jigme Dorji	Lecturer	English	17609653
30.	Dechen Choney	Lecturer	Translation/Linguistics	17702837
31.	Sangay Phuntsho (K)	Associate Lecturer	History	17457882
32.	Sherub Tenzin	Assistant Lecturer	Song & Music	17942723
33.	Rinchen Dorji	Assistant Lecturer	Etiquette	17249896

34. Singye Wangchuk	Associate Lecturer	History	17856368
35. Jigme Wangdi	Assistant Lecturer	English	17764299
36. Ngawang Gyeltshen	Assistant Lecturer	History	77397744
37. Deki Peldon	Associate Lecturer	Political science	17535839
38. Nidup Gyeltshen	Associate Lecturer	Astrology	17437687
39. Tshering Yangki	Assistant Lecturer	English	17825383
40. Dawa Zangmo	Assistant Lecturer	English	17307827
41. Dema Tshering	Associate Lecturer	Painting	17659285

14.2. Administration/Supporting Staff

Sl. No	Name	Designation	Phone Number
1	Singye Wangchuk	Asst. Adm. Officer	17791016
2	Chencho Tshering	ICT Officer	17815867
3	Lhakpa Dolma	Student record & Exam officer	17393184
4	Suribir Pradhan	Asst. Accounts Officer	77619459
5	Tashi Wangmo	Engineer	17973916
6	Dorji Dukpa	Store In-charge	17541874
7	Tashi Wangmo	Account Assistant	17317873
8	Dhan Maya Monger	ICT Technical Associate II	17888710
9	Yeshi Wangmo	ICT Technical Associate II	17943153
10	Sangay Dorji	Sr. Admin. Asst. III	17702850
11	Kota Tshering	Sr. Admin. Asst. III	16910612
12	Tshewang	Jr. Estate Manager	17801946
13	Sangay Tshering	Jr. Librarian III	17576464
14	Pemba	Jr. Librarian III	17698862
15	Cheku	Lab. Technician	17652486
16	Lekila	Carpenter	17721578
17	Cheda	Plumber	17636332
18	Karma Wangchuk	Electrician	17903924
19	Dechen Peldon	Library Asst. II	17548049
20	Sangay Norbu	Library Asst. II	77633183

21	Kinley Wangchuk	Library Asst. II	17987132
22	Pema Zangmo	Office Assistant/PA	17890338
23	Tshering Wangmo	Adm. Assistant	17555696
24	Choki Dema	Library Asst. III	17162445
25	Dorji Dema	Library Asst. III	17726110
26	Kelzang Pemo	Messenger	17597802
27	Tshering Dorji	Driver	17847449
28	Laxchuman Monger	Driver	17792574
29	Pema Chophel	Cook	17244798
30	Tshering Norbu	Cook	17390061
31	Pema Wangdi	Cook	17780683
32	Dorji Gyeltshen	Cook	17904923
33	Karma Wangchuk	Cook	77413227
34	Pema Wangdi	Cook	17312044
35	Karma Tashi	Cook	17669735
36	Lhasa Gyalpo	Cook	17963030
37	Yeshi Lhamo	Gardener	17476587
38	Khandu Zangmo	Gardener	17664544
39	Thinley Norbu	Security	17252757
40	Purna Badhur	Security	17828480
41	Ugyen Kelzang	Security	17333549
42	Purna Bdr Monger	Security	77223390
43	Tshedup Pema	Security	77371699
44	Samdrup Tshewang	Security	17805597
45	Sangay Yudon	Sweeper	16906279
46	Jigme Wangmo	Sweeper	17896897
47	Radhikha Maya Plumi	Sweeper	77482574
48	Jigme Wangxhuk	Sweeper	17606677
49	Sherub Dema	Sweeper	17781037
50	Tikaram Mongar	Security	

15. Committees

15.1. College Academic Committee

15.1.1. Primary Function

The College Academic Committee shall, in principle, be the Academic Board of the University acting in the College.

The Committee serves as the guarantor of academic standards and quality in respect of the design, delivery, development and promotion of best practice in curricula, programmes, general educational matters and research within the College.

15.1.2. Responsibility

- 15.1.2.1. To implement University academic quality assurance policies and procedures covering the development and the monitoring of the taught programmes, learning and teaching and the academic support of students within the College;
- 15.1.2.2. 2.2 To admit and register students, on behalf of the University, on programmes leading to a University award;
- 15.1.2.3. 2.3 To monitor the recruitment, admission and progress of students within the
- 15.1.2.4. College;
- 15.1.2.5. 2.4 To take full responsibility for all programmes not leading to University awards;
- 15.1.2.6. 2.5 To manage programmes leading to University awards;
- 15.1.2.7. 2.6 To undertake annual monitoring of all degree programmes and all other programmes leading to University awards;
- 15.1.2.8. 2.7 To receive, consider and take appropriate action on Annual Programme Reports, and report the outcome of that deliberation to the Academic Board;
- 15.1.2.9. 2.8 To approve minor changes to University programmes;
- 15.1.2.10. 2.9 To ensure the proper conduct of Board of Examiners in line with established procedures;
- 15.1.2.11. 2.10 To provide oversight in fostering research in the areas for which the College has a direct interest, amongst the staff of the College and in conjunction with staff from other Colleges and outside the University; and
- 15.1.2.12. 2.11 To approve policies put forth by the College Research Committee to promote research and innovation in the College, taking into account University and external research policy developments by the RGoB and other funders and also ensure implementation in accordance to the policy.

15.1.3. Membership

- 15.1.3.1. Dean of Academic Affairs – Chair
- 15.1.3.2. President- Member
- 15.1.3.3. Elected Staff Representative
- 15.1.3.4. Elected Student Representative
- 15.1.3.5. Representative of other groups of staff
- 15.1.3.6. Dean of Research and Industrial Linkages
- 15.1.3.7. Dean of Student Affairs
- 15.1.3.8. External Member
- 15.1.3.9. One Senior Academic- Secretary

15.1.4. Quorum

Two third of the total members

15.1.5. Frequency

Twice a semester

15.1.6. Secretariat

Office of the Dean of Academic Affairs, Colleges, RUB

16. Programme Board of Examiners

16.1. Primary Functions

The Programme Board of Examiners for each programme leading to an award of the University ensures the appropriate conduct of assessment and is accountable to the College Academic Committee.

16.2. Responsibility

16.2.1. To implement University academic quality assurance policies and procedures covering the development and the monitoring of the taught programmes, learning and teaching and the academic support of students within the College;

16.2.2. To admit and register students, on behalf of the University, on programmes leading to a University award;

16.2.3. To monitor the recruitment, admission and progress of students within the

16.2.4. College;

16.2.5. To take full responsibility for all programmes not leading to University awards;

16.2.6. To manage programmes leading to University awards;

16.2.7. To undertake annual monitoring of all degree programmes and all other programmes leading to University awards;

16.2.8. To receive, consider and take appropriate action on Annual Programme Reports, and report the outcome of that deliberation to the Academic Board;

16.2.9. To approve minor changes to University programmes;

16.2.10. To ensure the proper conduct of Board of Examiners in line with established procedures;

16.2.11. To provide oversight in fostering research in the areas for which the College has a direct interest, amongst the staff of the College and in conjunction with staff from other Colleges and outside the University;

16.2.12. To approve policies put forth by the College Research Committee to promote research and innovation in the College, taking into account University and external research policy developments by the RGoB and other funders and also ensure implementation in accordance to the policy.

16.2.13. Membership

16.2.13.1. A senior member of staff cognizant of the programme but not closely involved in it – Chair;

- 16.2.13.2. All members of staff with assigned responsibility for the assessment of those components of the programme (not necessarily be all staff teaching on the programme);
- 16.2.13.3. Programme Leader;
- 16.2.13.4. External examiners in cases where these are appointed by the Academic Board; and
- 16.2.13.5. HoD-Member Secretary.

17. College Research Committee

17.1. Primary Function

- 17.1.1. The Committee is the primary body at the College level for all aspects of research conducted at the College, including the promotion, approval, and monitoring of research.

17.2. Responsibility

- 17.2.1. To promote research and innovation within the College and its associated professions in line with overall University and RGoB research goals and objectives;
- 17.2.2. To formulate, for approval by College Academic Committee, policies to promote research and innovation at the College level;
- 17.2.3. To approve proposal for identifying sources of funding and development of grants for conducting research within the College;
- 17.2.4. To advise and initiate establishment of links with other universities and research bodies;
- 17.2.5. To recommend proposals for allocation of funds in support of College research;
- 17.2.6. To oversee the maintenance of record of research activities in the College and dissemination of information regarding this every six months or annually;
- 17.2.7. To monitor the quality of all aspects of College research activity;
- 17.2.8. To ensure the maintenance of ethical standards of College research. CRCs shall determine the ethical propriety of such research projects as are submitted to it and provide advice to researchers and supervisors on the ethical propriety of their research;
- 17.2.9. To serve as the Human Research Ethics Board on all matters related to human subjects research;
- 17.2.10. To serve as the Animal Ethics Committee on all matters related to animal research; and
- 17.2.11. To review and accord approval and recommendation to the research proposals submitted to it by faculty, students, and researchers associated to the College.

17.3. Membership

- 17.3.1. President/Dean of Research and Industrial Linkages/senior academic as appointed by the College – Chair

- 17.3.2. Other members – As per the requirements of the college;
- 17.3.3. There should be at least five members, in addition to the Chair, in order to constitute a CRC. This minimum five-person committee of qualified individuals should be members of the faculty with demonstrated knowledge of research and ability to provide strategic advice to the CRC for development of research. If a CRC cannot be formed at a college but faculty members still wish to engage in research, the College may form a CRC through appointment of external members with knowledge and experience of research from another college and who represent cognate disciplines;
- 17.3.4. Other than the Chair, members may be from outside the College if such expertise as needed cannot be found within the College. These “external
- 17.3.5. CRC members should still be able to participate regularly in CRC meetings and business; and
- 17.3.6. The Dean of Research and Industrial Linkage (DRIL) - Member Secretary. However, if DRIL is appointed as the Chair, an academic appointed by the Committee will serve as the Member Secretary.
- 17.3.7. Members, including the Chair, are appointed by the head of the College upon endorsement by the CAC;
- 17.3.8. Members (including the Chair if necessary) should refrain themselves from any deliberations in which they have a personal stake (e.g. approval, monitoring, or review of their own proposal, funding decisions, misconduct hearings, etc.). If this leaves the CRC with fewer members than required for a quorum to meet for those deliberations, the business cannot continue. In such instances, the committee may temporarily depute relevant members of the faculty to continue its business as necessary;

18. 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.

- 18.1. Members
- 18.1.1. Dean of Student Affairs- Chair
- 18.1.2. Culture Tutors- Members
- 18.1.3. Elected member secretary
- 18.1.4. Chief Councilor
- 18.1.5. Culture coordinators

19. Student Discipline and Grievance Committee

- 19.1. *Primary Function*

19.1.1. The Committee handles any complaints and issues that concern student other than assessment appeal. It ensures that student services are provided as per the norms, ethos and policies of the University.

19.2. *Responsibility*

19.2.1. To hear and resolve cases brought against students who have allegedly breached college rules and regulations. These could include (but not limited to) damage to property, fighting, substance abuse and disrupting peace and tranquility in the locality;

19.2.2. To commission investigation team, if required, to carry out investigation;

19.2.3. To ascertain if there has been proven misconduct; and

19.2.4. To sanction appropriate penalties. In case of grievance against a staff, the case may be referred to the CMC.

19.3. *Membership*

19.3.1. President – Chair;

19.3.2. Dean of Student Affairs-Member Secretary

19.3.3. Dean of Academic Affairs

19.3.4. Dean of Research and Industrial Linkages

19.3.5. Chief Councilors

19.3.6. Councilors of concern hostels

19.3.7. SSO

20. 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.

20.1. *Members:*

20.1.1. Dean of Academic Affairs – Chair

20.1.2. Programme Leaders

20.1.3. Library Assistants-Members

20.1.4. Librarian -Secretary

21. College Management Committee

21.1. *Primary Function*

21.1.1. The College Management Committee supports the President to make administrative decisions for smooth operation of the College.

21.2. *Responsibility*

21.2.1. To sort out challenges on the day-to-day management issues and provide more collaborative effort to the operation of the College.

- 21.2.2. To initiate and develop plans and new ideas for the development and management of the College;
 - 21.2.3. To establish clear understanding between the different organisational units of the College;
 - 21.2.4. To consider ideas arising out of the CMC as well as those ideas that became available through the course of the operation of the College and pass it on to respective organisational units of the College to explore and develop it further;
 - 21.2.5. To coordinate overall accountability to meet the College's statutory obligations;
 - 21.2.6. To coordinate the formulation of various policies related to administration and management;
 - 21.2.7. To undertake the supervision, discipline, care and support of students at the College;
 - 21.2.8. To look after all HR matters that arise in the college;
 - 21.2.9. To monitor trainings and HR needs in the college;
 - 21.2.10. To recommend long-term professional development of staff and approve short-term professional development of staff for all Academics and Administrative & Technical staff of the college;
 - 21.2.11. To monitor selection and recruitment process in the College;
 - 21.2.12. To monitor promotion process in the college;
 - 21.2.13. To review HR and Administrative succession planning; and
 - 21.2.14. To look after the financial management of the College.
- 21.3. *Membership*
- 21.3.1. President – Chair;
 - 21.3.2. Dean of Academic Affairs;
 - 21.3.3. Dean of Student Affairs;
 - 21.3.4. Dean of Research and Industrial Relations;
 - 21.3.5. Up to three Heads of Department;
 - 21.3.6. Librarian;
 - 21.3.7. One academic representative;
 - 21.3.8. One staff Representative;
 - 21.3.9. Finance Officer;
 - 21.3.10. Estate Manager;
 - 21.3.11. One student representative (to be invited as and when required); and
 - 21.3.12. Administrative Officer - Member Secretary

22. Rigzhung 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.

- 22.1. Members

- 22.1.1. President – Chair
- 22.1.2. Elected Faculty representative-Secretary
- 22.1.3. Accountant
- 22.1.4. Staff representative

23. 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.

- 23.1. Members
 - 23.1.1. Dean of Student Affairs-Chair
 - 23.1.2. SSO
 - 23.1.3. Mess In-charge
 - 23.1.4. Chief Councilors
 - 23.1.5. Two elected student representative
 - 23.1.6. Two elected staff representative

24. 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.

- 24.1. Members
 - 24.1.1. Dean of Student Affairs- Chair
 - 24.1.2. Three elected staff representative
 - 24.1.3. Games Captain
 - 24.1.4. Coach –Member Secretary

25. 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.

- 25.1. Members
 - 25.1.1. Estate Manger - Chair
 - 25.1.2. Store In-charge
 - 25.1.3. Electrical Technician
 - 25.1.4. Plumbing Technician
 - 25.1.5. Carpentry Technician
 - 25.1.6. Accounts Officer

- 25.1.7. Dean of Student Affairs
- 25.1.8. Dean of Academic Affairs
- 25.1.9. SSO

26. 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.

- 26.1. Members
 - 26.1.1. Dean of Student Affairs – Chair
 - 26.1.2. Mess In-Charge-Secretary
 - 26.1.3. Student Mess Representatives
 - 26.1.4. Chief Councillor
 - 26.1.5. SSO

27. 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.

- 27.1. Members
 - 27.1.1. Dean of Students Affairs-Chair
 - 27.1.2. Three elected staff representative
 - 27.1.3. Administrative Officer
 - 27.1.4. Student President and Vice President
 - 27.1.5. Prayer In-charge- Secretary

28. STUDENT FACILITIES AND SERVICES

28.1. Library

The library is kept opened from 8:45 am to 11pm. 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.

28.2. 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.

28.3. Printing and Photocopying

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

28.4. 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.

28.5. 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, and Mess In-charge and student representatives. Two students are appointed as mess in-charges every month on a rotation basis.

28.6. 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 Service Officer of the College is the coordinator and can be contacted as and when required.

29. Student Governance: Clubs

- 29.1. Chithuen Phendhey Association
- 29.2. Choechog Tshogthren
- 29.3. Clean Bhutan
- 29.4. Dangsel Media Club
- 29.5. Nugdey Club
- 29.6. GNH Club
- 29.7. Tarayana Club

- 29.8. Y-VIA Club
- 29.9. Y-PEER Club
- 29.10. Karate Club
- 29.11. Taekwondo Club
- 29.12. Jangsa Semchen Tshethar Tshogpa
- 29.13. Happiness and Wellbeing Center
- 29.14. Rigzhung Toilet Organization
- 29.15. Rigzhung Initiative and Organization
- 29.16. Rovers Club

30. Stationery Outlet:

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

31. 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.

32. Guest House

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

33. 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

34. Auditorium

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

35. Accommodation

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

36. 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 on Monday in auditorium, BLL students on Mondays and BHS students on Tuesdays. It is conducted in the auditorium.

37. 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.

38. Learning Centers

38.1. 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 21st century as a result of globalization. The center 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.

38.2. Bhutan and Himalayan Research Centre

To meet the expectation of preserving and promoting Bhutanese language and culture at the College of Language & Culture Studies, a Centre for History and Culture was established in 2011. The centre was mandated to carry out research on features and events related to the history and culture in Bhutan. The major initiative of the centre was building the data base of Bhutan Cultural Atlas. The Bhutan Cultural Atlas is a project supported by CNRS, UNESCO, and has completed documenting historical temples, sacred sites, and other unique cultures of communities in the three central districts of Bumthang, Trongsa, and Zhemgang. We invite guest speakers for lecturers on Bhutan and Himalayan culture, Buddhism and Buddhist philosophy, Buddhist art and iconography, Bhutan and Himalayan history and politics. We conduct faculty and student seminars and host visiting scholars. Besides BHRC is also dedicated to document Bhutan's culture and traditions that are losing with the change of time. To do so BHRC in collaboration with Centre of Buddhist Studies and the research department of the college is in process to rebuild our audio-visual unit 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. BHRC attempts to make CLCS the best resource centre not only in Bhutanese History and Culture but also Himalayan Studies.

38.3. Student Resource Centre

The conference hall II has been converted to student resource center where students are provided with space and learning materials. Teachers are guiding them on writing assignment in the student's resource center.

39. CLCS STUDENTS CODE OF CONDUCT

39.1. TITLE AND EXTENT OF APPLICATION:

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

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

39.2. EFFECT:

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

39.3. 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.

39.4. DISCIPLINE COMMITTEE RESPONSIBILITIES:

Specifically, the Committee shall be responsible for:

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

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

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

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

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

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

39.5. COMMITTEE PROCEDURES:

39.5.1. 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.

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

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

39.5.4. 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.

39.6. Purpose of “Student Code of Conduct and Ethics”

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

- 39.6.1.1.** Student development is emphasized;
- 39.6.1.2.** National/Community interests are met;
- 39.6.1.3.** Students receive uniform/fair treatment;
- 39.6.1.4.** Harmonious living is promoted; and
- 39.6.1.5.** Responsibility and accountability are instilled.

39.7. Definition of Offenses

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

39.8. Academic Dishonesty

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

39.9. Falsification

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

39.10. 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).

39.11. Threatening, Harassing, or Assaultive Conduct

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

39.12. 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.

39.13. 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.

39.14. Illegal or Unauthorized Possession or Use of Controlled Substances or Alcohol

Substance abuse and possessing or using alcohol illegally.

39.15. Unauthorized Use of University Facilities and Services

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

39.16. 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.

39.17. Unauthorized Access

39.18. 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.

39.19. 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.

39.20. Rioting

39.21. 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).

39.22. 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.

39.23. Unauthorized Association

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

39.24. Sexual Harassment

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

39.25. 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.

39.26. 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.

39.27. Definition of Sanctions

39.27.1. Warning

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

39.27.2. 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.

39.27.3. Required Compliance

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

39.27.4. Confiscation

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

39.27.5. Restitution

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

39.27.6. 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.

39.27.7. University Housing Suspension

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

39.27.8. University Housing Expulsion

Permanent separation of the student from University housing.

39.27.9. 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.

39.27.10. Expulsion

The permanent separation of the student from the University.

39.27.11. 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.

39.27.12. Revocation of Admission or Degree

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

39.27.13. 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).

39.27.14. 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).

39.27.15. 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.

39.27.16. 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.

39.27.17. 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.

39.27.18. 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:

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

39.27.19. 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.

39.27.20. Appeal

39.27.21. 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 Director 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.

39.27.22. Penalty/Sanctions/Measures

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

- 39.27.22.1.** Counseling, mediation, discussion and advice
- 39.27.22.2.** Verbal Warning
- 39.27.22.3.** Written Warning
- 39.27.22.4.** Withdrawal of facilities including hostel facilities
- 39.27.22.5.** Restitution
- 39.27.22.6.** Compliance
- 39.27.22.7.** Legal parental undertaking
- 39.27.22.8.** Suspension

- 39.27.22.9. Handing over to relevant authority
- 39.27.22.10. Expulsion
- 39.27.22.11. Probation
- 39.27.22.12. Withholding of diploma/degree
- 39.27.22.13. Confiscation
- 39.27.22.14. 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)

39.28. 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.

39.29. Apprehension by Police

- 39.29.1. Accused on the ground of suspicion will be subjected to the College disciplinary process upon intimation by police,
- 39.29.2. 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.
- 39.29.3. 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.
- 39.29.4. If the defaulter is proven guilty he/she will not be reinstated as a student of the College.
- 39.29.5. 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.
- 39.29.6. 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.

40. Hostel Norms

40.1. Sanctity of the Hostel

- 40.1.1. 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.

- 40.1.2.** 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.
- 40.1.3.** 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.
- 40.1.4.** 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.
- 40.1.5.** Students must return to the hostel by 8:30 pm every day 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.
- 40.1.6.** 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.
- 40.1.7.** 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 wellbeing of all students.
- 40.1.8.** 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.
- 40.1.9.** 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.
- 40.1.10.** Residents will assist and support councilors and provosts in co-coordinating all events and functions of the hostels.
- 40.1.11.** It is mandatory for all boarders to attend the morning and evening prayer sessions.

40.2. Room allotment and Facilities

- 40.2.1.** 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.
- 40.2.2.** Students are not permitted to change rooms or sleep wherever they wish. They should be in their own allocated rooms.
- 40.2.3.** The Hostel Management Committee reserves the right to move students to other hostel units if they deem it necessary to do so.

- 40.2.4.** Common hostel furniture must not be moved without the permission of the Hostel Management Committee.
- 40.2.5.** 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.
- 40.2.6.** 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.
- 40.2.7.** 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.
- 40.2.8.** 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.

40.3. Check-in/out Procedure

- 40.3.1.** 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.
- 40.3.2.** Provost and other College management team members may, at any time, visit the rooms and verify equipment and materials for administrative reasons.
- 40.3.3.** 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.
- 40.3.4.** 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.
- 40.3.5.** 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.
 - 40.3.5.1.** Consent letter from parents/guardians
 - 40.3.5.2.** Complete all formalities with the Dean, Student Affairs
 - 40.3.5.3.** Residence Coordinators (concerned)
 - 40.3.5.4.** Store in charge
 - 40.3.5.5.** Councilors (concerned)
 - 40.3.5.6.** Mess in charge

40.4. Maintenance and Cleanliness of the Hostels

- 40.4.1.** 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.
- 40.4.2.** There will be compulsory Socially Useful Productive Work (SUPW) once a week on Sundays.
- 40.4.3.** 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.
- 40.4.4.** 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.
- 40.4.5.** 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.
- 40.4.6.** Students are responsible for beautifying the hostel campus by planting ornamental trees and flowers.

40.5. Hostel Security

- 40.5.1.** 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.
- 40.5.2.** 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.
- 40.5.3.** The movements of residents are restricted after the silent hours except on genuine grounds.

40.6. Visitors to the Hostel

- 40.6.1.** 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.
- 40.6.2.** Prior approval of the provost is required for overnight stay by the visitors in the hostel.
- 40.6.3.** 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.
- 40.6.4.** The host concerned will be fully responsible for any misconduct/ offence that may arise because of the visitor.

40.7. Electricity Charges

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.*

41. 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.

42. INTERPRETATION AND AMENDMENTS:

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

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

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

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

43. GENERAL INFORMATION

43.1. Fees

Students are required to deposit a sum of Nu.1500/ 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.

43.2. Election of Councilors

The democracy club conducts election of student councilors and coordinators with help from the Dzongkhag election office. The 2nd 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 councilor's category. A week after the general election of councilors,

the President and Vice President are elected from the pool of elect-councilors by themselves.

44. Academic Calendar July 2021-June 2022

Fall Semester 2021		
No	Date	Activity
1	1- 15/7/21	Summer Break for Faculty
2	2/7/21	Result Declaration
3	11/7/21	New Students Report
4	13/7/21	Registration for New Students
5	14-18/7/21	Value Education and Orientation Programme for New Students
6	16/7/21	College Reopens – General Staff Meeting
7	17/7/21	Programme Committee Meeting for all Programmes (PCM)
8	18/7/21	College Academic Committee Meeting (CAC)
9	18/7/21	Old Student Reports
10	20/7/21	Autumn Academic Session Starts
11	21/7/21	Module Report Submission to PLs by Module Tutors
12	7/8/21	APMR Submission to DAA by PLs
13	20/8/21	Student Staff Consultative Committee Meeting (SSCC) for BHS
14	21/8/21	Student Staff Consultative Committee Meeting (SSCC) for BLL
15	27/8/21	Programme Committee Meeting for BHS (PCM)
16	28/8/21	Programme Committee Meeting for BLL (PCM)
17	4/9/21	College Academic Committee Meeting (CAC)
18	7-13/9/21	Online Student Feedback
19	2/10/21	College Academic Committee Meeting (CAC)
20	8/10/21	Student Staff Consultative Committee Meeting (SSCC) for BHS
21	9/10/21	Student Staff Consultative Committee Meeting (SSCC) for BLL
22	15/10/21	Programme Committee Meeting for BHS (PCM)
23	16/10/21	Programme Committee Meeting for BLL (PCM)
24	23-25/10/21	Question Setting
25	26-30/10/21	Internal Question Moderation
26	7/11/21	Parents Day Celebration
27	9-15/11/21	Online Student Feedback
28	16/11/21	End of Academic Session and Submission of Attendance
29	18/11/21	Programme Board of Examiner Meeting (PBE)
30	18/11/21	Exam Hall Arrangement by Class Advisors
31	23/11-1/12/21	Autumn Semester End Examination
32	30/11/21	Internal Marks Submission
33	2-8/12/21	Paper Evaluation
34	4/12/21	Coursework Mark Submission
35	11/12/21	Programme Board of Examiners Meeting (PBE)
36	12/12/21	College Academic Committee Meeting (CAC)
37	14/12/21	General Staff Meeting
38	15/12/21	Result Declaration

39	18/12/21	Winter Break for Faculty
40	20/12/21	Part-time Programme (DE) Students Report
41	21-26/12/21	Exam for DE Old Students
42	21/12/21	Academic Session Starts for New DE Students
43	28/12/21	Programme Board of Examiner's Meeting for DE
44	20/12/21	DE Result Declaration & Academic Session Starts for Old DE Students
Spring Semester 2022		
1	3/2/22	College Reopens – General Staff Meeting
2	5/2/22	Programme Committee Meeting for BLL and BHS (PCM)
3	6/2/22	College Academic Committee Meeting (CAC)
4	7/2/22	DE Module Report Submission to PL by Module Tutors
5	8/2/22	Students Reports to the College
6	10/2/22	Spring Academic session Starts
7	28/2/22	DE APMR Submission to DAA by DE PL
8	12/3/22	Student Staff Consultative Committee Meeting (SSCC) for BLL
9	13/3/22	Student Staff Consultative Committee Meeting (SSCC) for BHS
10	19/3/22	Programme Committee Meeting for BLL (PCM)
11	20/3/22	Programme Committee Meeting for BHS (PCM)
12	27/3/22	College Academic Committee Meeting (CAC)
13	30/3-4/4/22	Online Student Feedback
14	24/4/22	College Academic Committee Meeting (CAC)
15	30/4/22	Student Staff Consultative Committee Meeting (SSCC) for BLL
16	1/5/22	Student Staff Consultative Committee Meeting (SSCC) for BHS
17	2/5/22	Dzongkha Literary Festival (Nyug Choe)
18	7/5/22	Programme Committee Meeting for BLL
19	8/5/22	Programme Committee Meeting for BHS
20	14/5/22	College Academic Committee Meeting (CAC)
21	15–17/5/22	Question Setting
22	18-22/5/22	Internal Question Moderation
23	25-30/5/22	Online Student Feedback
24	29/5/22	Question Submission to Exam Cell
25	1/6/22	Question Paper Printing
26	4/6/22	End of Academic Session and Submission of Attendance
27	5/6/22	Exam Hall Arrangement by Class Advisors
28	6/6/22	Programme Board of Examiner Meeting (PBE)
29	8-18/6/22	Spring Semester End Examination
30	15/6/22	Internal Mark Submission
31	19/6/22	Coursework Mark Submission
32	19-25/6/22	Paper Evaluation
33	26/6/22	Programme of Board of Examiner Meeting (PBE)
34	27/6/22	College Academic Committee Meeting (CAC)
35	29/6/22	General Staff Meeting

45. Daily Activities Schedule

Time	Activities
05:00—06:00AM	Morning Study
6:00—7:00AM	Morning Prayer
6:00---8:00AM	Break Fast
8:30—8:50AM	Morning Assembly
Classes	8:30-3:30pm
Evening Prayer	6-7pm
7:30—8.30PM	Dinner
9:00—10:00PM	Self-Study
10:00PM	Bed time