

Welcome to Gedu College of Business Studies and wish you all the best for an academically fulfilling stay.

**SECTION I – GENERAL POLICY GUIDELINES AND INFORMATION**

1. **Background**

Located in Gedu, a town 45 km away from Phuentsholing, Gedu College of Business Studies is the only premier government college of the Royal University of Bhutan offering full time contemporary business and management education in the country.

Established in July 2008, the College has its campus spread over 176.64 acres of land The original plan of the establishment was first conceived by His Majesty the Fourth King and the Royal Government.

In the 85th session of the National Assembly, the Parliament resolved to establish a premier government business college at Gedu in the campus developed by the Tala Hydroelectric Project Authority (THPA) - a joint project between the Government of India and the Royal Government of Bhutan. With the intension of establishing a full fledged premier business college at Gedu, the Royal University of Bhutan decided to shift the faculty of Commerce and students from Sherubtse College to the newly established college.

Mr. Lhato Jamba was appointed as the first President (2008-2016) by the Royal Government of Bhutan. Dr. Sonam Choiden is the current President of the college.

Currently, the college has 68 teaching and 73 non-teaching staff with a projected student number of 1,500 for the academic session 2018-2019.

1. **Our Vision**

To be a Centre of Excellence in Value driven Business Education.

1. **Our Mission**

To Contribute towards knowledge development through research infused curricula and co-curricular activities that develop learners to be competent, compassionate and loyal citizens.

1. **Our Core Values**

Scholarship, Professional, Openness, Teamwork, Leadership, Enterprising, Sensitivity, and Self-Confidence

**5**.  **Motto**

 We Mean Business with Values

1. **Key Aspirations**
* Infuse GNH values and principles
* Create conducive environment for our youth to enhance their KSA for employability
* Develop socially responsible entrepreneurship
* Enhance research infused academic programmes and institutional
* Promote Industry Institute Interactions
* Conduct policy relevant research and bring quality publications
* Create avenue for lifelong learning to people
* Promote reading culture as a lifelong habit
1. **An Overview of Academic Programmes**

Currently, three academic programmes - BBA and B.Com and MBA - are offered at the college. The programmes are developed in line with the structural changes in the economy that demands professionals who can work in diverse work culture. Students gain these skills of team work and values through writing individual and group assignments and projects, presentations and role plays, participating in seminars and conferences, debates and elocutions, club activities and discharging of student leadership roles.

The students of business need to complete one year common foundation before they specialize in to a major area of knowledge and expertise. The common foundation delivers core business modules such as language, economics, mathematics, legal environment computer applications in business and financial accounting which are must for all business students.

Upon successful completion of the common foundation, our students study for an award of Bachelor of Business Administration or Bachelor of Commerce with major in Marketing, Human Resource Management, Accounting and Finance from second year onwards.

By third year, our students start concentrating on strategic perspective of knowledge and skills in business management and enhanced leadership roles in organization. They research and examine management issues in organization and propose plausible solutions in a 12 credit research project module.

The college also supports internship for our students with industries in order to integrate academic knowledge and practical skills.

The college also offers one-year additional programme of honours for students aspiring to research and contribute to knowledge and industry practices

1. **Hostel Accommodations**

Students who are admitted to the college shall be provided the hostel accommodation. A monthly rent of Nu. 150/- per student shall be deducted from your monthly stipend of Nu. 1,500/-. As a resident of the hostel/college you are required to:

1. Help maintain an atmosphere of peace and safety for all hostel/college residents.
2. Participate in social works in the areas allotted by your respective councilors and provosts.
3. Cooperate to help keep the areas clean and hygienic for healthy living.
4. Respect all basic human principles of healthy living such as adhering to the norms established.
5. Take over the quarters and other facilities in writing.
6. Return the residence, furniture and facilities before leaving the hostel or be accountable.
7. Report to your respective provost or councilor if any problems are observed by any of the occupants.

To retain the hostel privilege, you are required to pass every semester examination.

Anyone abusing and damaging the college properties shall be subject to disciplinary actions. Residents will need to replace any item damaged after occupation and bear the cost of power consumption beyond the specified limit for different quarters/hostels.

1. **Student Mess**

Residents have options to opt either under ‘Self Catering’ or ‘Common Mess’. Common Mess is the mess facilities provided by the college separately for boys and girls. You can avail this facility during your entire stay in the college. If any of the residents wish to cook your own food (Self Catering), you can do so if the quarter has a proper designated kitchen attached. However, all the first-year residents must take part in the Common Mess at least for two semesters for administrative reasons.

A mess bill of Nu. 1250/- per head per month ***(based on 2018 price)*** shall be charged from the common mess participants. This is subject to review at any time depending on the economic conditions and food quality requirements.

Inside the dining hall, all residents are required to:

1. Come in formal dress (Gho and Kira)
2. Help the kitchen staff to maintain cleanliness
3. Dispose the waste properly
4. Not take the food outside the dining hall
5. Approach the mess officials to resolve any problems
6. Help maintain decorum inside the dining hall

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| **Mess Timings** |
| **Breakfast** | **Lunch** | **Dinner** | **Days** |
| 7:00 - 8:30AM | 12:30 - 2:00 PM | 6:30 -7:30 PM | Friday to Saturday |
| 7:30 - 9:00AM | 12:00- 1:30 PM | 6:00 -7:00 PM | Sundays & Government Holidays |

1. **Resident Coordinator (RC) and student councilors**

The college has four full time resident coordinators. Two females RCs reside within the girls’ hostel premises and two males RCs reside in boys’ hostel colony. They will supervise, counsel and provide necessary support services needed by any residents in the hostel premises. RCs are assisted by hostel councilors. Each councilor has their own allocated areas to monitor and administer.

***For resident coordinators and hostel councilors name and contact numbers, please refer the last page of this handbook.***

1. **Mobile phones**

The use the cell phones are permitted in the college except in the following places:

1. Classrooms
2. Library
3. Examination Hall
4. Formal sessions in the auditorium and
5. Formal meetings
6. **Academic Block and office**

All the offices of President, Deans, teaching & non-teaching staff and classrooms are in the main academic building.

1. **Dress Code**

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

1. **Computing Facilities**

The college has three dedicated labs for academic classes. Each lab has 45 computers. There are number of Wi-Fi zones within the academic blocks. Students can use their laptops to have access to internet connection.

There is CCTV surveillance in all the labs, library and within academic blocks.

1. **Library**

GCBS has a decent collection of books and a good variety of journals, magazines and newspapers. It also has space for study with well-furnished facilities. Students can borrow certain numbers of books at a time and return it to the library on or before the stipulated due dates.

The college boasts of having one of the best libraries in in the university in terms of volume and the quality of collections. We have more than 17,000 volumes and assorted collection to cater to nearly 1500 students and 140 staff. The library is operated and managed by a dedicated team of library staff who are trained in library science. The library is kept open from 8.30 AM till 10.00 PM on weekdays and 9.00 AM till 5.00 PM on weekends. The library has received a major facelift with the construction of a new building, installation of security system and library management on KOHA system.

1. **Student Identity Card**

Student ID card is mandatory during your stay as a student in the college. It is also required to access college library, canteen and other support services within the college premises. All students must always wear their ID card in a visible manner at all times while on GCBS premises and must produce the card upon demand by the authority concerned at other places.

1. **Auditorium**

Auditorium has a seating capacity of 400 students. Official functions, debates, discussions, seminars and other activities are conducted in the hall regularly.

**19. Prayer Session**

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

1. **Games and Sports Facilities**

Gedu College is blessed with an Indoor Games and Sports Complex where sports such as basketball, badminton, table tennis, futsal, etc. can be played. The Health and Fitness Centre is also available in the hall. Games and sports activities and tournaments are conducted by various coordinators from time to time. The college also has outdoor sports for football, basketball, volleyball, khuru and an archery range. In an effort to provide wholesome development in a student, the college gives importance to all games and sports activities.

1. **College Functions**

Attendance is compulsory for all the following activities:

a. Morning Assembly;

b. All FERIC and official club/forum/unit activities;

c. Lecture sessions by visiting dignitaries unless otherwise specified; and

d. All other official functions and celebrations of national importance.

Absence from these functions will be considered violation of College rules and will be imposed appropriate sanctions.

Assemblies are conducted in the college auditorium once a week on Monday for 3rd year, Tuesday for 2nd year and Wednesday for 1st year students during first period (8.30 – 9.30 AM).

To make the students come for morning assemblies an amount of Nu.100 will be deducted/ collected from their monthly stipend for every assembly session they miss. For self-funding students, Councilor will collect and submit to their respective RC. The amount collected will go to Student Welfare Scheme. DSA along with FERIC will maintain record of such collection.

1. **Student Governance**

The college has numerous clubs and forums offering a range of activities ranging from seminars, debates, quizzes, symposia on events and issues of national and international importance. These activities are usually organized and managed by the elected student coordinators. These clubs/ forums are also supervised and mentored by a faculty advisor.

1. **Student Leaders’ Election**

Student leaders’ election is conducted annually. All the student leaders of different clubs and forums are elected using Electronic Voting Machines (EVMs).

1. **Forum for External Relations and In-House Coordination (FERIC):** Two student leaders are elected by the student body to run and manage this forum. It is the highest student decision making forum. They bridge the gap between the student body and the college management.
2. **Club Coordinators:** All the clubs and its activities are led by the student leaders called ‘Coordinator’ and mentored by faculty advisors.

***For Club and Forum coordinators and contact numbers, please refer the last page of this handbook.***

1. **Award and Prizes**

To promote and encourage students to strive for excellence, students who excel both in academic and nonacademic activities are recognized at the end of the academic year with awards of certificates and medals.

One of the most prestigious awards is the President’s Gold Medal award. A student must fulfill the following nomination criteria.

1. **Academic:** The nominee should have achieved minimum of 70% aggregate result calculated for five semesters as per the assessment regulation. In addition, the student nominee for this award should have passed all the modules in the programme at first attempt.
2. **Character:** Nominee should have no adverse record including statements and attendance in both class and college functions. The college will withdraw the award if he/she is found involved in any discipline misconduct after the award.
3. **Leadership:** Nominee should have demonstrated his/her initiatives, made substantive contributions to college and the community voluntarily or otherwise.
4. **Games and Sports**: Nominee should have participated in different games and sports regularly.

The candidate nominated for the award must furnish the supporting documents. More than one student is eligible for this nomination. The Dean, Student Affairs shall coordinate the nomination processes for further submission to the screening committee which consist of the following members.

1. President (Chair)
2. All three deans (member)
3. All Resident Coordinators (member)
4. Staff advisor to Games & Sports (member)
5. Staff advisor to Culture Club (member)
6. Two relevant staff members (member)
7. **Student Semso Fund**

A fund is created for student welfare during difficult times. GCBS semso fund is pooled through contributions made by the students individually. The membership is compulsory for both full scholarship and self –financed students.

1. A sum of Nu.20.00 (Ngultrum Twenty) only, per month is deducted directly from the stipend for full scholarship students
2. For day scholar and self-funding students, a sum of Nu. 20.00 will be collected on a monthly basis
3. Day scholars and self-funding students may also pay a lump-sum of Nu.220/- at the beginning of the semester (within one week from the day of joining in the college).

The college has a separate **GCBS Students Semso Fund rules and guidelines.**

1. **Other support Services – Commercial**
2. **Banking Facilities**

Bank of Bhutan Limited (BoBL) has its branch office located within the campus for any banking needs of the students, staff and general public. Two ATM machines of BOBL and Bhutan National Bank Limited(BNBL) is located just at the entry and exit point to academic block.

1. **Post Office**

Bhutan Post has its office located next to Bank of Bhutan for any postal services.

1. **Bhutan Telecom and Tashi Cell Customer care**

Bhutan Telecom and Tashi Cell has its customer care outlet located near the academic block.

1. **Insurance**

Royal Insurance Corporation of Bhutan has its office near the college for any insurance needs.

1. **Book Shop**

All modules taught in the programme have prescribed textbooks. The requirement and the quality of these textbooks are validated by the external panel to ensure quality education and relevancy of knowledge and skills of the programmes. The college bookshop situated next to the lecture theatre supplies all required textbooks at competitive prices. At the end of the semester, a student may decide to keep the books for personal use or dispose it off to the lower semester students. In some cases, the college bookshop may also buy back the second hand books at the reduced price.

1. **College Canteen/Cafe**

The college has a very spacious college canteen and café that serves delicious meals and snacks at reasonable price. It also hosts official parties and social events. It provides a venue for students and faculty to meet and socialize outside the classroom.

1. **Health Care**

There is a well-equipped grade I hospital with a qualified medical team within a distance of one km from the college. All the diagnostic tests are conducted. Basic health services is also provided by the student representatives located in the academic block.

**28. Consultation and Counseling**

Every individual should be treated with respect in and around the college premises. An individual can appeal against offences imposed by another individual group.

You may approach any student leader, resident coordinator and dean for any consultation and support services. The college is also working on professionalizing counseling services.

**29. Outstation Leave**

Outstation leave shall **NOT** be granted to any students under normal circumstances. Students need to make their own assessment and rational decisions whether to attend the classes or to stay away. The following guidelines may be helpful on the leave procedures:

1. For students who need major medical attention or need to attend to direct family members in unavoidable conditions, formal leave has to be approved BEFORE YOU LEAVE THE CAMPUS by the Resident Coordinators or Dean, Student Affairs.
2. **Overnight stay:** Students have to submit duly filled leave forms to their respective RC and councilors.
3. **More than one night:** Students have to gain permission from their respective RC and DSA. A copy of the duly signed form has to be submitted to the respective RC and the DSA.
4. Leave for all **project works, field visits and any other academic outstation leave** upon verification shall be approved by the Dean, Academic Affairs. Student intending to take any form of academic leave shall fill up the leave form and get approved by the Dean, Academic Affairs at least before three working days. The leave form can be downloaded from the college website.
5. Medical prescriptions (photocopied) should be submitted within three working days of joining the college.
6. All your processed leave forms are then forwarded to the Programme Leaders. Any issues arising from the un-processed leave forms will not be the responsibility of the leave approving authority.
7. OPD slip from the Gedu hospital shall NOT be considered for medical leave and class attendance.
8. Standard Leave forms are available in the book store within the college premises.

**SECTION II - ACADEMIC RULES AND REGULATIONS**

* 1. **Assessment and Progression Rule**
	2. **D1-Assessment Regulations**

Revisions to the regulation approved by the 18th Academic Board Meeting in January 2010. [The implementation of this revised regulation commences from July 2011]

* 1. **Assessment of a Module and Progression**
		1. To pass a module a student must obtain a minimum of 50% overall including both the continuous assessment and semester end examination. In addition, students must obtain a minimum of 40% each in continuous assessment and semester end examinations.
		2. A student will be awarded a mark of zero for non-submission of a component of course work.
		3. A student who has been absent from the examination or who has performed badly due to illness or other cause acceptable to the Board of Examiners shall be allowed to take the examination and it shall be treated as a first assessment. The Examination Committee of the college shall prescribe the modes of examinations.
	2. **Re-assessment and Repeat of a module**
		1. Reassessment is permitted to allow a student to make good of 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.
		2. The Board of Examiners shall decide on the form of the re-assessment (e.g. written examination, viva voce, or an additional assignment, or any additional requirement which was not met), taking 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.
		3. A student may be re-assessed in a failed module(s) provided that he or she:
1. 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).
2. shall not be re-assessed in a module more than once.
	* 1. Re-assessments should take place before, or at the commencement of the next academic semester.
		2. A student who is re-assessed for a module failure, where there are no clear extenuating circumstances, shall be awarded no more than 50% on passing the re-assessment, this being the minimum pass mark.
		3. A student shall be eligible to repeat failed module(s) where he or she:
	1. 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.
	2. has failed more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number of modules). In such an event the student shall meet all teaching, learning and assessment requirements of the failed modules. For students under this category, attendance in lectures is mandatory.
		1. A student will be given the opportunity to repeat a module when it is offered at the first available instance.
		2. A student will have to pay for the semester repeat at the rate prescribed by the University from time to time.
		3. Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.
		4. A student may repeat a failed module only twice. In the event a student fails a repeated module, he/she will not be eligible for reassessment.
		5. A candidate, who has appeared in any examination conducted by the Board, may apply for re-checking on the prescribed pro forma along with prescribed rechecking fee of his answer scripts.
		6. The work of re-checking does not include re-evaluation of answer scripts but is confined to rechecking of marks awarded for each question in the answer book together with re-totalling of marks.
	3. **Award of Grades**
	4. On completion of the programme, the following grades will be awarded to the successful candidates:

|  |  |  |
| --- | --- | --- |
| **Judgment of performance** | **Marks** | **Grade** |
| An outstanding performance | 80% & above | A |
| Very good performance | 70% - 79.9% | B |
| Average performance | 60% - 69.9% | C |
| Satisfactory performance | 50% - 59.9% | D |
| Fail | Below 49.9% | E |

* 1. **Requirement for Graduation**
		1. Student has at least secured grade D in academic performance.
		2. Student has fulfilled specific programme requirements.
		3. Student has no pending disciplinary action in the college, RUB, the society and the country as per the discretion of concerned authority.
		4. The award is recommended by a Board of Examiners convened, constituted and acting under regulations approved by the Academic Board
		5. Student is a registered student of the University at the time of his or her assessment and has fulfilled all financial obligations to the University

(Students are encouraged to read the Wheel of Academic Law available on the College website and in the library)

* 1. **Academic Dishonesty and Plagiarism**
	2. If a student is found to have cheated or attempted to gain an unfair advantage, the Board of Examiners may consider the student to have failed part or all of the assessment and to determine whether or not the student shall be permitted to be reassessed. Serious cases of cheating, plagiarism together with other forms of academic dishonesty such as impersonation, falsification of data, computer and calculation fraud, examination room cheating, and bribery may also be referred for consideration through the individual college’s disciplinary procedure and can result in a student being required to leave the college.
	3. Students must ensure proper acknowledgement of borrowings from other sources, whether published or unpublished. Subject areas should provide guidance on how such borrowings should be acknowledged in a manner appropriate to that discipline. Plagiarism is defined as the presentation by an individual of another person’s ideas or work (in any medium, published or unpublished) as though they were his or her own.
	4. Staff are responsible for:
		1. teaching their students, a system of referencing appropriate to the discipline and for ensuring their use in coursework.
		2. explaining that plagiarism and academic fraud are unacceptable and will be penalized.
		3. student work to guard against such activities

3.4 The issue of plagiarism is dealt with in detail (regulation D4).

* 1. **General Information & Guidelines**

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

* 1. **Methods of Assignment**
	2. Case Analysis and presentation
	3. Project Work (Individual or Group)
	4. Assignments (pre-disclosed questions)
	5. Supervised Class works
	6. Seminars
	7. Laboratory practical
	8. Examinations
	9. **Examination Guidelines**
	10. **Examinations**

Examination is an important component of overall assessment of the module of the programme. Therefore, most of the modules have semester end examination which are conducted under strict examination environment. Details of examination rules are provided in the next sections.

* 1. **Responsibility to Attend Exam (for candidates)**
		1. Candidates are responsible for checking the dates, times and locations of their examinations from the examination schedules, and for presenting themselves for examination at the appointed place and time. Examination schedules will be announced /displayed by the Board of Examiners approximately three weeks prior to the first day of the examination.
		2. Where all the part of the assessment for an examination is by means other than of a formally invigilated written examination, the module tutor will announce details of appropriate arrangements, and it is the candidate’s responsibility to acquaint themselves with these details.
		3. A candidate who is unable to attend an examination due to illness or circumstances beyond his or her control and such health condition or changed circumstance is likely to affect student’s performance in the examination shall inform the programme management at least 24 hours before or immediately to give the programme management sufficient time to make the necessary decision including rescheduling of the examination.
		4. A candidate is requested to notify the Board of Examiner in writing immediately if for any reason he/she is unable to sit for an examination because of illness, accident or other causes arising immediately prior to or during the examination. The candidate’s letter must state clearly the examination in question, the cause of the absence or inability, and must enclose the relevant supporting documents for evidence (e.g. medical certificates) [E1 (6.3)]
	2. **Use of Material and Aid**
		1. Candidates will provide themselves with the necessary writing and drawing tools.
		2. All questions in a written examination must be answered using only answer booklets, supplementary sheets and other materials and aids provided by the Board for that examination. Candidates at any examination, either written or practical, will not be permitted to have on their possession or to make use of any paper, books, notes, dictionaries, instruments, aids or other materials unless expressly authorized in the rubric of the examination paper. Authorized materials and aids will be subject to inspection by the invigilator.
		3. Where simple or scientific electronic calculators are permitted for use in an examination, these instruments should be non-programmable unless expressly allowed, hand-held, self-powered, and silent in operation. Candidates are responsible in ensuring that their calculators are in working order, and have a sufficient power supply, and that alternative means of calculating are available in the event that their electronic calculators fail during an examination.
		4. Mathematical tables and all other materials provided by the Board of Examiners for use in examinations must not be removed by candidates from the examination venue.
	3. **Before the Examination**
		1. Candidates are required to bring along their student ID card/ examination entry card whenever they have an examination for verification purpose. Candidates who are unable to present their cards will not be allowed to write the examination.
		2. Invigilators should ensure that only examination candidates and authorized examiners for the day are allowed to enter the examination venue.
		3. Students should check their seat numbers, if any student cannot find his/her number/name on the seating plan; he/she should inform the invigilator once admitted into the examination venue.
		4. Candidates will be admitted into the examination venue at least 10 before the commencement of an examination. Candidates who arrive late and are admitted will not be given extra time.
	4. **Entry to Examination Venue**
		1. Candidates writing examination shall before entering the examination hall ensure that s/he is not carrying any materials other than those allowed to be used in the examination. Once the invigilator finds candidate in possession of such materials in the examination hall whether the material is actually used to gain undue advantage, this may be brought to the notice of the programme management by the invigilator for further investigation. Candidates will not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, candidate must remain abided by the instructions of the invigilator.
		2. Candidates will not be admitted to the examination venue after 30 minutes of the start of the examination. In exceptional cases, provided no other candidate has left/withdrawn may be admitted at the discretion of the chief invigilator.
		3. Even if the study materials and private property are kept outside the examination venue, candidates must not to keep within the range from the seat to ensure that they do not copy or have access.
		4. Candidates with watch alarm or other apparatus which could create noise should be switched off. Mobile phones and pagers will not be allowed inside the examination venue.
		5. Candidates are not permitted to smoke, eat, chew and drink during the examination.
		6. Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator and that it will not cause any unnecessary distraction to communicate to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination venue.
	5. **During the Examination**
		1. Candidates should first read the whole question paper before writing. If a wrong question paper is being handed out, or if the question indicates that other materials should have been given out, but have not been, candidates should inform the invigilators immediately. Candidates should pay attention to all general instructions and announcements of the presiding invigilator.
		2. Candidates must write the module code, module title and enrolment on the front page of each answer booklet.
		3. No candidate will be permitted to leave the examination venue during the first hour of the examination.
		4. A candidate wishing to leave the examination venue temporarily under special circumstances will be permitted to do so under the supervision of an invigilator.
		5. If circumstances arise during examinations which, in the opinion of the Invigilator, render it necessary for examination to be cancelled or postponed, the invigilator will stop the examination and, as soon as possible, arrange for the written scripts to be collected and report the matter to the Board of Examiners.
		6. When report is made under such circumstances, the Board of Examiners will investigate the matter reported and take action as may be necessary. In the event, another examination is ordered to be held, a report will be made to the Academic Committee of the college.
		7. Candidates must leave their current student identity card/examination entry card visible to the invigilators on their desks.
	6. **Conduct of Candidates**
		1. No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.
		2. During an examination, candidates shall not communicate in any way with other candidates without prior approval of the invigilator, nor give or receive any information, material or aid to or from other candidates, or make use of any material or aid not specifically authorized for that examination.
		3. Candidate who is found cheating or misbehaving will be asked by the Invigilator to discontinue the examination. Expulsion from the examination venues should occur only when it is felt that such disciplinary action is essential.
		4. In case of any threat to invigilators within or immediately outside the examination venue, the entire examination of the candidate will be subject to cancellation.
		5. In serious cases including plagiarism, the Board of Examiner through the University’s disciplinary procedure has authority to fail the student in part or all the assessment.
	7. **Collection of Scripts**
		1. It is the responsibility of the candidates to ensure that all loose pages are securely fastened into the answer sheet booklet and that all work which is to be considered by the examiners is handed in.
		2. No work that is removed by the candidate from the examination venue will be accepted for consideration by the examiners.
		3. At the end of the examination, candidates must remain in his/her place until the invigilator has collected the answer booklets. It is the responsibility is each candidate that his/her answer booklet is handed over to the invigilator.

 **6.9 Disturbance**

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

* 1. **Disqualification**
		1. For the module concerned, candidate(s) or whole class will be disqualified under the following circumstances; consequently, the answer booklets will not be evaluated and will be awarded zero mark.
		2. Improperly obtain knowledge of the examination papers prior to examination.
		3. Found to have any unauthorized article(s)/material(s) on/in the examination desk or on his/her person.
		4. Communicated or attempt to communicate with any person inside or outside the examination venue.
		5. Use any unauthorized notes, books or electronic devices (e.g. Mobile phones, Electronic dictionary, Databank Watch)
		6. Copy from the work of another candidate.
		7. Leave and enter the examination venue without permission.
		8. A student may take re-sit examination for more than one module failed per semester.
		9. The examination for the module which is repeated will be done with the semester examinations in which he/she has failed.
	2. **Breach of Examinations Rules and Regulations**

A candidate found to be in breach of examination regulations SHALL have all registered written examinations of that semester declared void i.e. declared failed by receiving zero in all examinations. This also applies to RA examinations.

* 1. **Appeals**
		1. The Institute Academic Committee has the authority to make judgments on a student’s ability to gain from continuing on the programme.
		2. Students have the right to appeal the decisions of a Programme Board of Examiners. Such appeals will be processed in accordance with the procedures detailed by the Academic Board.
		3. Students can request for recheck of their semester end examination answer scripts. The recheck will ensure that all sections of a student’s responses are marked and that all marks are accounted for in the total. An administrative fee of Nu 200 per module will be levied. The fee will be reimbursed in the event of an error resulting in change in the marks of a student.
		4. Academic staffs are required to submit to the Academic Appeal Committee any documentation relevant to a student’s performance, including written reports from tutors, certificates of illness, or written ‘warnings’. Such material will be retained on a student’s file so as to provide written evidence, should an appeal arise.
		5. A student who opts to exercise his/her right to appeal the decision of a Programme Board of Examiners must present such an appeal with supporting documentation to the Secretary to the Academic Appeals Committee within fourteen days of the date of promulgation of the decision appealed.
		6. The student’s appeal should be supported by a medical certificate or other acceptable documentary evidence outlining the circumstances which have given rise to the appeal:
		7. Students must ensure that medical certificates provide sufficient detail/information for the Academic Appeals Committee to assess the impact of the condition(s) cited.
		8. A student may appeal against a decision of a Programme Board of Examiners on the following grounds only:
			1. That his/her performance in the assessment was adversely affected by illness or other factors which he/she was unable or for valid reasons unwilling to divulge before the Programme Board of Examiners reached its decision.
			2. That the Programme Board of Examiners did not give sufficient weight to any extenuating circumstances previously notified to the Institute prior to the holding of the meeting of the Programme Board of Examiners.
			3. that the examinations were not conducted in accordance with the current regulations as prescribed by the Programme Board and as approved by the Academic Board.
			4. that there was a substantial error of judgment on the part of the Examiners with the result that the assessment given was totally at variance with previous assessment and performance levels;
			5. that there was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to the student’s result.
			6. Each valid appeal lodged with the Secretary to the Academic Appeals Committee within fourteen days of the date of promulgation of the decision appealed shall be referred to the Academic Appeals Committee.
			7. Students lodging an appeal are required to submit a nominal fee of Nu 1000 (subject to periodic review) with their appeal documentation. The appeal fee is non-refundable.
	2. **Attendance**

A student is expected to attend all classes during the semester. However, the programme board of examiners may consider a minimum 90% attendance to allow the student write the semester end examination in the module.

In the extenuating circumstance as defined in the Wheel of Academic Law, and also when the student is engaged in any college/university assignment, the student may be allowed to write the semester end examination with minimum 80% attendance. The student must provide documentary evidences that are sufficient and relevant to satisfy the programme management. The programme management may conduct all the required procedures of verification before the evidences are accepted and approved.

The attendance rule of the college requires all module tutors to mark student absent in the class so long as the student is physically absent in the class. The student shall not ask the module tutor to give attendance when s/he is not in the class or is apparently reporting late in the class.

**SECTION III –COLLEGE RULES & REGULATIONS**

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

**OFFENCES & SANCTIONS**

1. **HOSTEL NORMS**

**1.1 SANCTITY OF THE HOSTEL**

1. The hostels, being a part of the college premises, deserve a sacred status.
2. Residents will not indulge in any illegal and unethical activities in the hostel premises.
3. All residents should be present in their respective rooms at **9. 00 PM** sharp on all days including Sundays and government holidays and at **10.00 PM** sharp on Saturdays. Students working late in the library and the laboratories must sign in the register maintained in the library and computer labs. Students who are absent from the hostel are liable for punishments. The nature of punishment can be decided by the concern RC. It could include physical works or financial collection to generate hostel fund for the common good. It should also be reflected in the final rating of their character certificate.
4. Silent hours (meant for academic work) will be observed from 9.00 pm. Playing musical instruments / music and creating any form of noise causing disturbance to others is discouraged. Residents will respect each other’s privacy, rest hours and peace.
5. The boys’ hostels are out of bound for girls and the girls’ hostels are out of bound for boys.
6. Residents will assist and support hostel councilors and resident coordinators in co-coordinating all events and functions of the hostels.
7. Pet animals inside the hostels are not permitted for administrative and health reasons. Any resident not following this regulation shall be asked to vacate the room immediately without any explanation.
	1. **ROOM ALLOTMENT AND FACILITIES**
8. Room allotment for residents will be done by the Hostel Management Committee.
9. Any resident, whose roommate has checked out under any circumstances, will accept a roommate or will shift to another room as decided by the Hostel Management Committee.
10. Maintenance and replacement of basic room facilities like bulbs, tube-lights, sockets and furniture will be the responsibility of the residents once provided by the college.
11. Residents will have the right to access Common recreational facilities such as TV, indoor and outdoor games facilities, etc. All residents will be individually or jointly held liable for any damages of the college property.
12. Residents will not take off Common Room fixtures and fittings.
13. Pasting of decent posters, calendars etc. in the room must not cause any damages.
	1. **MAINTENANCE AND CLEANLINESS OF THE HOSTELS**
14. The college will elect and appoint the hostel councilors.
15. The councilors will carry out their roles and responsibilities prescribed by the college management.
16. There will be compulsory Socially Useful Productive Work (SUPW) once a week on Saturdays from 2:00PM - 3:30 PM.
17. In case of absence from a SUPW session, a fine of Nu.100 shall be imposed on the resident which shall be deducted from the stipend. For self-funding students, Councilor will collect and submit to their respective RC. The fine collected shall be used for hostel maintenance.
18. No residents will cook in the hostels except in the designated places.
19. Residents will not bring the mess food into the hostels without prior permission from the resident coordinators / mess in-charge.
20. Consumption of alcohol and tobacco products in the college premises is strictly prohibited.
	1. **HOSTEL SECURITY**
21. Residents are advised to keep valuables under lock and key at all times.
22. The movements of the residents are restricted after the silent hours except on genuine grounds.
23. All residents and resident coordinators shall be responsible for the overall security of the hostels. Any suspicious activities / strangers noticed within the campus shall be intimated to the person concerned and the college management immediately.
24. Residents are not allowed to own or possess automobiles of any type for safety and disciplinary reasons.
	1. **VISITORS TO THE HOSTEL**
25. Any visitor including parents may visit the hostel with due permission from the resident coordinator.
26. For overnight stays, visitors must obtain prior approval from the Resident Coordinator concerned.
27. Visitor must be mentally sound and not intoxicated. S/he must not bring in any intoxicative substances (alcohol, drug etc.) and weapons of any kind.
28. The hosts concerned will be fully responsible for any misconduct / offence that may arise because of visitor.
	1. **VARIOUS CHARGES**
29. Residents will have to pay non-refundable amount Nu. 100/ per annum for Hostel Fund which is used for common activities. Balance amount, if any, shall be carried forward to the following year.
30. Accounts will be maintained by the resident coordinator and councilors jointly. They are responsible and accountable to their members and subject to verification and audit by the student audit and integrity committee. Collection and expenditure reports, jointly signed by the members, shall be displayed from time to time.
31. For electricity usage charges, every quarter will get a monthly support of Nu. 100. The amount over and above Nu. 100 will be borne by the residents themselves. For the hostels like Common Mess, Executive, Transit, and Woodhouse One, the college will support Nu. 100 for every 6 occupants on a monthly basis. All residents shall pay the bill directly to Bhutan Power Corporation.
32. Residents will also be obliged to contribute as and when required for all college activities decided by the college management. Any unauthorized collection within the college campus is not permitted and the offence may be reported to the college management immediately.
	1. **CHECK-IN AND CHECK OUT PROCEDURE**
33. At the time of entry, a resident will sign the check-in form in the presence of the resident coordinator after proper verification.
34. A resident vacating the hostel permanently will get his/her room checked by the resident coordinator. A clearance certificate has to be signed by the resident coordinator only when the hostel facilities are returned, and dues cleared.
35. Resident coordinator, hostel councilor and the college management team may, at any time, without serving notice visit the rooms for administrative reasons.
36. No residents will leave the college campus without prior permission from the college authorities.

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

1. **FALSIFICATION AND COMPLIANCE**

**2.1 Falsification**

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

* 1. **Refusal to Identify and Comply**

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

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

1. **GENERAL SECURITY**
	1. **Threatening, Harassing, or Assaultive Conduct**

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

* 1. **Disorderly Conduct**

Disorderly conduct means engaging in conduct that incites or threatens to disrupt the normal operations of the University and infringes on the rights of other individuals.

* 1. **Unauthorized Possession or Use of Weapons**

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

* 1. **Unauthorized Possession or Use of Drugs**

Unauthorized possession or use of drugs means possessing or using drugs illegally.

* 1. **Abuse of Alcohol**

Abuse/Consumption of alcohol means consumption of alcohol or any intoxicating beverages.

* 1. **Unauthorized Use of University Facilities and Services**

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

* 1. **Theft and Vandalism**

Theft and vandalism means unauthorized possession of public/private properties, embezzlements, damages to properties/facilities and wrongful sale or gift of property.

* 1. **Unauthorized Access**

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

* 1. **Rioting**

Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services.

* 1. **Ragging**

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

* 1. **Sexual Misconduct**

Sexual misconduct means making unwelcome physical, verbal or non-verbal abuse of a sexual nature.

* 1. **Unauthorized Association**

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

 **Violation of National Laws**

Violation of national laws means engaging in conduct that violates a National or state law, including, but not limited to, laws governing alcoholic beverages, tobacco, drugs, gambling, sex offenses, indecent conduct, or arson.

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

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

If the college management has sufficient evidence that a female student is pregnant during the course of the study programme, she shall be asked to leave the college immediately. She can report back after 6 months from the time of delivery. No study span period will be considered.

1. **APPEAL PROCEDURES**
2. Students shall be entitled to appeal the decision made by the Disciplinary Committee. The appellant may submit the appeal to the Chair of the College Management Committee (which will function as the Grievance Committee) in writing within five working days from the date of decision.
3. The Grievance Committee shall review and submit recommendations to the disciplinary Committee within five working days from the date of meeting.

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

1. Counseling, meditation and discussion and advice
2. Verbal Warning
3. Issue Warning letter and Community Services
4. Legal parental undertaking
5. Probation
6. Confiscation
7. Restitute the damaged property
8. Payment of double the cost of damaged property
9. Restriction of Privileges
10. University Housing Suspension
11. University Housing Expulsion
12. Suspension from the College for one Semester
13. Suspension from the College for a Semester and upon return to college produce medical fitness certificate
14. Withholding of Awards
15. Revocation of Admission
16. Expulsion from College
17. Handing over to the appropriate agencies

**Note:**

The college discipline committee reserves the right to:

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

This ***Rules*** and ***Regulation*** comes into effect from Autumn Semester July 2018. It will supersede the prevailing rules and regulations.

**SECTION IV – CONTACT DETAILS**

For any hostel related issues, you must first contact the resident coordinator and hostel councilors. They may forward the issues to the higher authority concerned if required. All students are advised to follow this process to get your issues addressed.

**Resident Coordinators:**

* 1. Mrs. Yeshey Wangmo, contact no. 17759150
	2. Mrs. Chimi Yangden, contact no. 17314921
	3. Mr. Chungku, contact no. 17432140
	4. Mr. Dawa Gyeltshen, contact no. 17377659

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| **IMMEDIATE CONTACT PERSONS IN THE GIRLS HOSTEL** |
| **Sl. No.** | **Hostel** | **Councilor** | **Contact No.** |
|  |   | Pem Zam **(Chief)** | 17272220 |
|  | Executive |  Rinzin Gyelmo |  17516433 |
|  | Executive |  Junu Ghalley |  77283795 |
|  | Common Mess |  Thinley Choden |  17991730 |
|  | Common Mess |  Dawa Dema |  17756322 |
|  | Transit & Wood House -1 |  Radhika Rai |  17316714 |
|  | LPF |  Ugyen Dema |  17273903 |
|  | LPF |  Ranjana Adhikari |  17868900 |
|  | UPF |  Dechen Peldon |  17680603 |
|  | GWMC |  Phuntsho Wangmo |  77393776 |

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| **IMMEDIATE CONTACT PERSONS IN THE BOYS HOSTEL** |
| **Sl. No.** | **Hostel** | **Councilor** | **Contact No.** |
|  |   | Sonam Tshering **(Chief)** | 17730431 |
|  | H-Type ( H1 - H5) |  Nima Tshering |  17958075 |
|  | H-Type ( H6 – H11) |  Bal Bdr. Ghalley |  17697232 |
|  | H-Type ( H12 – H15) |  Karma Thinley |  17379532 |
|  | H-Type ( H16 – H19) |  Lhakpa Dorji Tamang | 17944450 |
|  | H-Type ( H20 – H22) |  Choki Dorji |  17519257 |
|  | H-Type ( H23 – H25) |  Thinley Dorji |  17361862 |
|  | G-Type (G5 – G8) |  Tashi Phuntsho |  17245335 |
|  | G-Type (G9 - G12) |  Shankar Das Sharma |  17915066 |
|  | G-Type (G3 - G16) | Karma Wangchuk |  17969635 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL. No** | **Forums/Clubs/Centers** | **Coordinators/Custodians** | **Contact No.** | **Faculty Advisor** |
|  | Forum for External Relations and In-house Coordination **(FERIC)** | Yenten Phuntsho | 17328215 | Dean, Student Affairs |
| Thinley Bidha | 77311119 |
|  | Global Skills Enhancement Center **(GSEC)** | Yeshi Nidup | 77722999 | Indra Prasad Tirwa |
| Pema Seldon | 17688866 |
|  | Cultural | Yeshi Lhendup | 17946377 | Lop Yeshi |
| Tshering Dema | 17944522 |
|  | Gayjor Tshogpa | Ugyen Tenzin | 77210778 | Tandin Chophel |
| Tshering Lhadon | 17363637 |
|  | College Democracy | Raju Hingmang | 17318384 | Dean, Student Affairs |
| Tshewang Dema | 17437875 |
|  | Games and Sports | Tenzin | 17734826 | Dean, Student Affairs |
| Sangay Wangmo | 17944522 |

***In case of emergency situations during your stay here, you may also contact the following persons.***

Dr. Sonam Choiden

President

Contact no: 17416797 / 05-282297(O)

Email: president.gcbs@rub.edu.bt

Kinley Wangchuk

Dean of Academic Affairs

Contact No: 17396435/ 05 - 282289(O)

Email: daa.gcbs@rub.edu.bt

Tenzin Norbu

Dean of Student Affairs

Contact No: 17308242/ 05 - 282292(O)

Email: dsa.gcbs@rub.edu.bt

Ugyen Lhendup

Dean of Research & Industrial Linkages

Contact No: 17291127/ 05 - 282441(O)

Email: dril.gcbs@rub.edu.bt

Rinchen Dorji

Programme Leader, Master of Business Administration (MBA)

Contact no. 17541399

Email: rinchend.gcbs@rub.edu.bt

Karma Yezer

Programme Leader, Bachelor of Business Administration (BBA)

Contact no. 17410961

Email: karmayezer.gcbs@rub.edu.bt

Tsagay

Programme Leader, Bachelor of Commerce (B.Com)

Contact no. 17685475

Email: tsagay.gcbs@rub.edu.bt