Student Handbook

(July 2017 to June 2018)

Advancing Education, Empowering Young Minds

Norbuling Rigter College
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Doteng, Paro

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PURPOSE OF STUDENT HANDBOOK

This handbook is a guide for the students to lead a meaningful life at Norbuling Rigter College. It informs students on the policies, procedures, and operation of Norbuling Rigter College. It also highlights the college guidelines that are necessary for academic achievement, safety and welfare of NRC students.

This handbook spells out students' rights and responsibilities and steers the students to grow into disciplined, committed and responsible individuals who are exposed to international ideas but at the same time deeply rooted in the Bhutanese values.

Personal Growth

"Know Your Self" is the First Step to Life Change

The first step in making meaningful changes in your life involves gaining a better understanding of yourself in essential areas that impact your life. This self-knowledge can provide you with direction as you try to maximize your efforts at change. Self-knowledge can also help you to be more efficient and focused - and more effective - in producing change because you'll know precisely what you need to work on.

In developing greater self-understanding, you must recognize both your strengths and your weaknesses. Most people love to talk about their strengths, but don't like to admit that they have weaknesses. But most aspects of life require a constellation of competencies, so the "focus on your strengths" model will actually limit your ability to make substantial changes in your life.

Most people think that the ability to achieve their goals will depend on their greatest strengths. For example, a man may believe that his outgoing personality and social skills will enable him to develop a healthy romantic relationship. The truth is, however, that you are only as good as your biggest weakness. If that man lacks the empathy and emotional openness to build an intimate relationship, his other abilities will only take him so far. Additionally, focusing on your strengths doesn't address the causes of your inability to make changes. To overcome the real obstacles to change, you need to acknowledge and understand them before you can remove those

obstacles. The more you improve your weaknesses, the better you'll be able to make the changes you want.

Anonymous

SECTION I – GENERAL POLICY GUIDELINES AND INFORMATION

1. Background

Norbuling Rigter College is the second Private College in Bhutan approved by the Tertiary Education Board and affiliated to the Royal University of Bhutan. It is located about 15 minutes' drive from Paro town along Dotey River. For 2017-2018 academic year, NRC will offer Bachelor of Commerce (B.Com) and Bachelor of Business Administration (BBA). Other programs will be offered in the coming years. Our executives and the faculty comprise Bhutanese and other nationalities with international industry experience.NRC is committed to advance education and empower young minds.

2. Vision

"Advancing Education, Empowering young Minds."

3. Mission

- ✓ Provide access to quality education.
- ✓ Create innovative educational environments, opportunities, and experiences that will enable young minds to grow, thrive, and flourish.
- ✓ Offer relevant education and skills of international standard.
- ✓ Prepare responsible GNH graduates.

4. Core Values

NorbulingRigter College will strive to plant "SEED"of advancing scholarship and preparing enterprising, ethical anddisciplined individuals.

S= Scholarship

E=Enterprising

E = Ethical

D = Disciplined

5. Student Residence

Students who are admitted in the college can avail student residence and are required to:

(a) Help maintain an atmosphere of peace and safety of all staff and students living on the college campus.

(b) Participate in social works in the areas allotted by the respective resident tutors and resident leaders.

(c) Cooperate to keep the areas clean and hygienic for healthy living.

(d) Respect all the basic human principles of healthy living such as adhering to the norms established.

(e) Take charge of the quarters and other facilities in writing.

(f) Return the quarter, furniture and facilities before leaving the hostel or be accountable.

(g) Report to your respective resident tutors or resident leaderif any problems are observed by any of the occupants.

(h) Any cost for damages in the residence will be deducted from the security deposit and additional cost may be applicable depending on the extent of the damage.

6. Student Mess

College will provide mess facilities. Boarding students can avail this facility during their entire stay in the college. For day scholars lunch is mandatory. (Mess charges are included in the fee.)

Inside the dining hall, all residents are required to:

(a) Come in formal dress during lunch hour except Saturdays, Sundaysand holidays.
(b) Help the kitchen staff to maintain cleanliness.
(c) Dispose the waste properly.
(d) Dine inside and not take food outside.
(e) Approach the officials for any problems.
(f) Maintain a maximum level of decency inside the dining hall.
(g) Avoid feeding dogs (strictly) for reasons of health and hygiene.

Mess Timing			
Breakfast	Lunch	Dinner	Days
7:00 - 8:30AM	12:30 - 2:00 PM	6:30 -7:30 PM	Monday to Saturday
7:30 - 9:00AM	12:00- 1:30 PM	6:00 -7:00 PM	Sundays & Holidays

7. ResidentTutors and Resident Leaders

The immediate person to contact for any problems and queries in the premisesof the residence are the resident tutors and resident leaders.The college has two full time resident tutors. One female resident tutor will reside in the proximity of the girls' residence while one male resident tutor will residenear the boys' residence.They will supervise, counsel and provide necessary support services needed by any residents.Resident tutors are assisted by four resident leaders.

Refer the contact page of this handbook for the contact details of resident tutorsand resident leaders.

8. Mobile phones

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

(a)Classrooms
(b) Examination Hall
(c)Formal sessions
(d) Formal meetings

9. Dress Code

Proper national dress code is necessary wherever and whenever required (Gho for boys and Kira for girls). It is also expected that NRC students observe a decent dress code as and when they are out of campus.

10. Computing Facilities

NRC recognizes that information technology (IT) is integral to learning and educating today's youth for success in the global community and fully supports the access of these electronic resources by students and staff. The college has computer lab facilities located at the ground floor of the administrative block for academic purpose to which students can have access. Wi-Fi and internet connectivity are available at certain locations for use by students and staff. Students are expected to comply with the requirements of applicable laws that regulate the provision of access to the internet and other electronic resources.

11. Library

College Library has books and different variety of sources such as newspapers, magazines and journals to support learning and to keep the students abreast with time and changes happening in the global arena. It also has a space for study with well-furnished facilities. Students can borrow a maximum of 5 books at a time and return it to the library on or before the stipulated due dates. The college library is managed by a team of welcoming and

supportivelibrarians. It is located in the first floor of the main administrative block. You are required to read the NRC Library Policy for your own convenience and compliance while accessing the library facilities.

12. Student Identity Card

Student ID card is mandatory during your stay as student in the college. It is also required to get access to college library facilities, examinations, canteen and other support services within the college premises. All students must produce the card on demand by the authority concerned. You must report immediately to the Registrar for replacement if you have lost it. It will be replaced and issued on a nominal payment.

13. Prayer Session

One of the elements of keeping one self mentally sound and healthy is to seek refuge in regular spiritualpractice. Therefore, to help NRC students imbibe this beautiful practice all students shall attendprayer sessions once in a week based on the schedule prepared by the college.

14. Morning Assembly

Morning Assembly is one of the most important activities of the college. It is the only time where all students and lecturers come together for a moment to pray and share thoughts and experiences. It is also a platform to disseminate important information and announcements. Therefore, the college will conduct assembly once in a week for one hour (9AM – 10AM). It is mandatory for all students and staff to attend.

15. Games and Sports Facilities

In an effort to provide wholesome development in a student, the college gives importance to all games and sports activities such as:

- Basket ball,

- Badminton,
- Table tennis,
- Football,
- Volleyball,
- Khuru,
- Archery,
- Board games, and
- Any others.

16. Student Leaders' Election

Student leaders' election will be conducted annually. The college will institute separate election policy guidelines. The election will be conducted based on this policy document. All student leaders of different clubs and forums will be elected using Electronic Voting Machines (EVMs).

(a) Student President: Two student leaders (male and female) called 'Student President' will be elected by the student body to run and manage student activities of the college.It will be the highest student decision making body of the college. They will bridge the gap between the student body and the college management.

(b) Club/ForumCoordinators: All the clubs and its activities will be led by the student leaders called 'Coordinator' and mentored by faculty advisors.

17. Other support Services – Commercial

(a) Banking Facilities

The college has the BoB Net connection facility located and serviced by college stationary shop. Staff and students can avail following facilities:

- Cash deposits: You can deposit up to Nu.100,000/- in a day for a service charge of Nu.10 per transaction).
- Cash Pay Out or Withdrawals:You can withdraw up to Nu. 10,000 in a day for a service charge of Nu.10 per transaction).

- Bill payments:Bills such as electricity bill and post paid bills can be paid using BoBNet facility.

(b) Stationery Shop

For any stationeries and books requirement, book shop is located within the campus. The main bookshop offers the required and recommended books for courses at the lowest possible prices. In addition, a wide selection of notebooks, bindersand other stationary items are available.

(c) College Canteen

The college has a very spacious college canteenthat serves a variety of food items at reasonable price. It also arranges official parties and social events. It is a venue for students and faculty to meet and socialize outside the classroom.

18. Health Care Services

The students will have to visit Paro hospital for any severe sickness. Basic health service is provided by the college for minor sickness and injuries. The college will invite health team members for sensitization about basic health.For any medical attention inside the college campus, you should report to your resident tutors and resident leaders. The college will also arrange transport facilities during emergencies.

19. Consultation and Counselling

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 leaders, resident leaders, resident tutors, Registrar and Dean for any consultation and support services.

20. 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:

(a) For students who need major medical attention or need to attend to direct family members in unavoidable conditions, formal leave has to be approved before you leave the campusby the approving authority concerned.

(b) Leave for all project works, field visits and any other academic outstation leave uponverification shall be approved by the Dean.

(c) Non-academic leave shall be approved by Registrar during office hours (9.00 am – 5pm). Resident Tutorsconcerned shall approve leave during emergency and odd hours (weekends, Sundays and government holidays). All leave forms must be submitted to the office of the Registrar.

(d) Medical prescriptions (photocopied) should be submitted within three working days of joining the college as evidence.

(e) All your processed leave forms are then forwarded to the College Academic Committee for computation on monthly basis. Any issues arising from the un-processed leave forms will not be the responsibility of the leave approving authority.

(f) Standard Leave forms are available in the stationery shopwithin the college premises.

SECTION II - ACADEMIC RULES AND REGULATIONS

1. Assessment and Progression Rule

1.1 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]

1.2 Assessment of a Module and Progression

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

1.3 Re-assessment and Repeat of a module

- 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.

- 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.

- 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).
  (ii) Shall not be re-assessed in a module more than once.

- 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,these being the minimum pass mark.

- 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.
  (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.

- A student will be given the opportunity to repeat a module when it is offered at the first available instance.
- A student will have to pay for the module and semester repeat at the rate prescribed by the college from time to time.
- Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.
- A student shall repeat a failed module only twice. In the event a student fails a repeated module, he/she will not be eligible for reassessment.
- A candidate, who has appeared in any examination conducted by the Board, may apply for re-checking on the prescribed form along with prescribed rechecking fee of his answer scripts.
- 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.

2. Award of Grades

2.1 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	E

	49.9%	

2.2 Requirement for Graduation

2.2.1 Student has at least secured grade D in academic performance.

2.2.2 Student has fulfilled specific programme requirements.

2.2.3 Student has no pending disciplinary action in the college, RUB, the society and the country as per the discretion of concerned authority.

2.2.4 The award is recommended by a Board of Examiners convened, constituted and acting under regulations approved by the Academic Board.

2.2.5 Student is a registered student of the University at the time of his or her assessment and has fulfilled all financial obligations to the college.

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

3. Academic Dishonesty and Plagiarism

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

3.2 Students must ensure proper acknowledgement of borrowings from other sources, whether published or unpublished. Subject areas should provide guidance on how such borrowings should be acknowledged in a manner appropriate to that discipline. Plagiarism is defined as the presentation by an individual of another person's ideas or work (in any medium, published or unpublished) as though they were his or her own.

3.3 Staff are responsible for:

3.3.1 Teaching their students a system of referencing appropriate to the discipline and for ensuring their use in coursework.

3.3.2 Explaining that plagiarism and academic fraud are unacceptable, and will be penalized.

3.3.3 Student work to guard against such activities.

3.4 The issue of plagiarism is dealt with in detail (regulation D4 of the Wheel of Academic Law, Royal University of Bhutan).

4. 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.

5. Appeals

(i) The Institute Academic Committee has the authority to make judgments on a student's ability to gain from continuing on the programme.

(ii) 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.

(iii) 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 andthat all marks are accounted for in the total. An administrative fee of Nu. 300 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.

(iv) 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.

(v) 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.

(vi) 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

(vii) Students must ensure that medical certificates provide sufficient detail/information for the Academic Appeals Committee to assess the impact of the condition(s) cited.

(viii) A student may appeal against a decision of a Programme Board of Examiners on the following grounds only:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) each valid appeal lodged with the Secretary to the Academic Appeals Committee (RUB) within fourteen days of the date of promulgation of the decision appealed shall be referred to the Academic Appeals Committee.

(g) 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.

6. Attendance

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

(a) A minimum requirement of 85% attendance to be calculated on the contact time for each module;

(b) 80% is set as the minimum attendance requirement to account for extenuating circumstances and other assignments of the college or University, beyond which no other arrangements will be made;

(c) Failure to meet this requirement shall result in failure of a module(s) and the students shall repeat the module again with payment when it is offered next.

SECTION III –COLLEGE RULES, REGULATIONS AND SANCTIONS

Norbuling Rigter College will strive to prepare responsible graduates who are emotionally matured, resilient, committed and proactive besides empowering the young minds by excelling in academics. Grounded in this, NRC rules and regulations have been developed to guide the students to follow the pathway that will groom them to grow into responsible and employable individuals. Thus, the students are expected to uphold the college rules and regulations.Any failure to comply with NRC rules and regulations will be dealt according to the sanctions reflected in this hand book.

1. SANCTITY OF THE STUDENT RESIDENCE

(a) The student residences being a part of the college premises deserve a sacred status.

(b) Residents will not indulge in any illegal and unethical activities in the hostel premises.

(c) All the residents should be present in their respective rooms at 8. 00 PMsharp on all days including Sundays and government holidays and at 9.00 PMsharp on Saturdays.

(d) Silent hours (meant for academic works) will be observed starting from 8.00 pm. Playing musical instruments / music and creating any form of noise causing disturbance to others is discouraged. Residents will respect each other's privacy, rest hours and peace of mind.

(e) The boys' residences are out of bound for girls and the girls' hostels are out of bound for boys.

(f) Residents will assist and support Residencecouncilors and resident leaders in co-coordinating all events and functions of the hostels.

(g) In line with the aspirations of Gross National Happiness and specifically for the purpose of living in a clean environment, the residents have to come up with an idea of WASTE MANAGEMENT and practice it. Such initiatives will be supported by the college.

(h) Pet animals are not permitted inside the student residences mainly for health reasons and respect for inmates. Any resident not following this regulation shall be asked to vacate the room immediately without any explanation.

2. ROOM ALLOTMENT AND FACILITIES

(a) Room allotment for residents will be done by the Office of the Registry.

(b) Any resident,whose roommate has checked out under any circumstances, will accept a roommate or will shift to another room as decided by the Office of the Registry.

(c) Each room is allotted with mattress, study tables, cupboards, chairs, window curtains, and toilet and geyser facilities.

(d) Maintenance and replacement of basic room facilities like bulbs, tube-lights, sockets and furniture will be the responsibility of the inmates once provided by the college.

(e) Residents will have the right to access common recreational facilities such as TV, indoor and outdoor games facilities. All

the residents will be individually or jointly held liable for any damages of the college property.

(f) Residents will not take away common room fixtures and fittings.

(g) Pasting of decent posters and calendars in the room must not cause any damages.

3. MAINTENANCE AND CLEANLINESS OF THE STUDENT RESIDENCES

(a) There will be compulsory Socially Useful Productive Work (SUPW) once a week on Saturdays starting at 2:30PM - 4:30 PM. It is mandatory for all students to attend the SUPW.

(b) No residents will cook in the student residences or use water boilers. Students may collect hot water from the Kitchen in their own containers (flask) for drinking purpose.

(c) Residents will not bring the mess food to their residences without prior permission from the resident tutors and mess in-charge.

(d) Use of tobacco or other substances and alcohol products in the college premises is strictly prohibited.

4. STUDENT RESIDENCESECURITY

(a) Residents are advised to keep valuables under lock and key at all times.

(b) The movements of the residents are restricted after the silent hours except on genuine grounds.

(c) All residents and resident leadersshall be responsible for the overall security of the residences. Any suspicious activities /

strangers noticed within the campus shall be intimated to the person concerned and the college management immediately.

d. How about 'Residents are not allowed to park or bring their personal vehicles or bikes to college.

5. VISITORS TO STUDENT RESIDENCES

(a) Any visitor including parents may visit the residence with due permission from the resident tutors.

(b) Overnight stay of visitors in the student residences is strictly prohibited. College guest house is available for the visitors on nominal charges.

(c) Visitor must be mentally sound and not be under intoxication. S/he must not bring in any intoxicative substances (alcohol, drug etc.) and weapons of any kind.

(d) The hosts concerned will be fully responsible for any misconduct / offence that may arise because of a visitor.

6. VARIOUS CHARGES

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(a) Every room will get a monthly support of Nu. 200 which will be paid directly by the college to BPC. The amount over and above Nu. 200 will be borne by the student themselves.

(b) Residents will also be requested to contribute as and when required for any college activities decided by the college management in consultation with student representatives from time to time. Any unauthorized collection within the college campus is strictly prohibited and may be reported to the college management immediately.

7. CHECK-IN AND CHECK OUT PROCEDURE

(a) At the time of entry, resident will sign the check in form in presence of resident coordinator after proper verification.

(b) A resident vacating student residence permanently will get his/her room checked by the resident tutor. A clearance certificate has to be signed by resident tutor only when the facilities issued at the time of entry are returned and dues cleared.

(c) Resident tutors, resident coordinatorsand other college management team may, at any time, without serving notice visit the rooms for administrative reasons.

(d) No residents will leave the college campus without prior permission from the college authorities.

Sanctions: *Depending on the gravity of the offences, resident tutors and coordinator will have the discretionary power to take appropriate actions, which may include forwarding the case to the college management team.*

8. FALSIFICATION AND COMPLIANCE

8.1 Falsification

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

8.2 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 competentperson.

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 management team.*

9. GENERAL SECURITY

9.1 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.

9.2 Disorderly Conduct/Disruptive Behaviour

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

9.3 Illegal or Unauthorized Possession or Use of Drugs or Alcohol

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

9.4 Unauthorized Use of college Facilities and Services

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

9.5 Illegal or Unauthorized Possession or Use of Weapons

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

9.6 Theft, Property Damage, and Vandalism

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

9.7 Unauthorized Access

Unauthorized access means accessing without authorization of college 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.

9.8 Hazing

Hazing means any act taken on college property or in connection with any college-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.

9.9 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 college/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 College/University rules and regulations or direction of authorized College/University official(s).

9.10 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.

9.11 Unauthorized Association

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

9.12 Sexual Harassment

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

9.13 Rape

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

9.14 Violation of National Laws

Violation of national laws means engaging in conduct that violates anational 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.*

10. APPRENHENSION BY POLICE

10.1 Any student on the ground of suspicion apprehended by the police shall be subjected to the College Management Teamprocess upon intimation by police. The College Management Team 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.

10.2 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 Management Team 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.

11. ALCOHOL

Consumption or abuse of any alcohol related products is strictly prohibited in the college campus for students.

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

12. DRUGS

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

Sanctions: *Refer directly to the college Management team and parents informed.*

13. PREGNANCY

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

14. APPEAL PROCEDURES

Students shall have the right to make an appeal for the decision passed by the College Management Team. The appeal must be submitted in writing to the Chairman of the College Management Team within three working days from the date the office order is issued.

Once the case is referred to the College Management Team, the sanctions may include one or more of the following:

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

Note:

The College Management Team 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

SECTION IV – CONTACT DETAILS

For any hostel related issues, you must first contact the Resident Tutors and Resident Leaders. 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.

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

Sl.No	Name	Position	Contact no	Email Address
1	TandinDorji	President	17634081	president@nrc.bt
2	Karma Drukpa	Dean	17307075	dean@nrc.bt
3	kinzang Drukpa	Registrar	17975205	registrar@nrc.bt
4	Ugyen Thinlay	Programme Leader	17623885	ugyenthinlay@nrc.bt
5	Ugyen Tsheten	Administrative Officer	17687814	
6	Tandin Choden Tenzin	Estate Manager	17355082	
7	SonamChuki	Resident Tutor	17652954	
8	Nima	Resident Tutor	17923164	
9	PhuntshoWangmo	Librarian	17771418	
11	Bal BhadurGhalley	Security Guard	17693517	
12	Tek Maya Darjey	Stationery Shop	17958451	
13	KezangGhaley (College Canteen)	Owner	17872454	
14	Paro Hospital (Ambulance)		112	
15	Traffic		111	
16	Fire		110	
17	Crime Police		113	
18	National Disaster		219	
19	Bhutan Power Corporation		1250	

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

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