

**ROYAL UNIVERSITY OF BHUTAN
SAMTSE COLLEGE OF EDUCATION**



STUDENT HANDBOOK - 2009

PERSONAL BIO-DATA

Name

Student ID no.....

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

Year:..... Elective Subjects:.....

Date of Birth:.....

Collaborative Group:..... Club:.....

Blood Group:.....

Citizenship ID card no.:.....

Father/Mother's Name:.....

Occupations:.....

Address:.....

Telephone #.....(O)® mobile no.....

Permanent Address:

Village: Gewog: Dzongkhag:.....

Introduction

The Samtse College of Education (SCE) was founded as the first teacher-training College (TTI) in the country in 1968. It was inaugurated by our beloved late king, His Majesty Jigme Dorji Wangchuk on 29th May, 1968 with an initial enrolment of 41 students. The day is observed as the college foundation day every year.

The Samtse College of Education is one of the premier institutions of learning in the country, which provides training to primary and secondary teachers. It is also the centre for a number of in-service programmes conducted during winter breaks. With the introduction of the Bachelor of Education (B.Ed) Secondary programme in 1983, the erstwhile TTI was renamed as the National College of Education (NIE). It came under the umbrella of the Royal University of Bhutan in 2003. The Royal University Council renamed the college as Samtse College of Education (SCE) in September 2006.

Location

Spread over a total campus area of 25.72 acres, the Samtse College of Education is located on a thickly wooded grassy slope from whose many vantage points one can take contemplative views of the mighty Indian plains. The campus, located at a convenient distance in the east of the small Samtse town, has the reputation of being aesthetically and intellectually congenial to learning and growth. Although geographically inconspicuous, thanks to the Internet; SCE, Samtse can now communicate globally.

The college currently has a total number of 54 full-time lecturers teaching a wide variety of courses, two instructors and a coach. The non-teaching personnel consist of 3 library staff, 7 technical staff, 13 administrative staff and 19 support staff.

Our Vision

The Samtse College of Education aspires to be a Centre of Excellence in teacher education.

Our Mission

The Samtse College of Education shall:

- Prepare professionally competent, ethically sound, and progressive teachers;
- Offer teacher education programmes that are responsive to the needs and aspirations of the Bhutanese children and society at large;
- Encourage and facilitate professional growth of the staff engaged in teacher education, and
- Create an organization that enhances teaching and learning;

Courses Offered

The college currently offers five different courses, which include the one-year Post Graduate Diploma in Education (PgDE) course, the four-year B.Ed Secondary and B.Ed Primary courses, the four-year B.Ed distance education course and three year certificate course in Primary Maths and Primary English. While the first three are fulltime pre-service courses, the last two are offered through the distance mode to in-service teachers and other in-service candidates who work in various sectors in the Bhutanese education system. The Primary Teachers Certificate (PTC) programme was discontinued in July 2000.

1. **Bachelor of Education (Secondary); B.Ed(S)**

This course is offered to class 12 graduates and comprise a wide variety of modules that focus on personal and professional development and specialization in specific subjects of the students' choice. The course also includes the study of current school curriculum subjects. A unique feature of the course lies in the fact that it places equal emphasis on the learning of theory and practice. A student enrolled for the B.Ed Secondary course can choose between science and arts subjects based on his/her performance in the class 12 examinations. The training requires them to acquire the knowledge, skills and attitudes necessary for teaching the subjects of their specialization in secondary schools. The B.Ed Secondary course was launched in 1983 when the erstwhile TTI was upgraded and renamed as the National Institute of Education (NIE). The curriculum developed for the degree course was reviewed and revised by renowned academicians from developed and developing countries. A team of visiting professors from the University of London, School of Education would make periodic visits to the college and work as moderators and external examiners for the degree courses until a few years back when NIE Samtse adopted an internally developed system of moderation, examination and evaluation of student progress and achievement.

2. **Bachelor of Education (Primary); B.Ed(P)**

The Bachelor of Education (Primary) course was launched in 1993 following a decision by the Teacher Education Committee (TEC) to develop a programme that would prepare a group of teachers with higher academic and professional qualifications who could teach and provide the much needed instructional leadership at the primary level. Apart from resourcing the School Based In-service Programme (SBIP) in their own areas of specialty they were expected to form a pool drawn from B.Ed Primary lecturers, Education monitoring officers and primary curriculum developers.

3. **Post Graduate Diploma in Education; (PgDE)**

This course was launched in 1989 as Post Graduate Certificate in Education (PGCE) with a view to providing in-country professional courses for university graduates. The PGCE programme was upgraded to PgDE in 2006. Selection interviews for the PgDE are conducted sometime in September-October each year and the selected candidates

report to the college in February when the academic session commences. The actual duration of the PgDE programme is approximately eleven months during which the students learn a wide variety of courses related to personal and professional development and subjects of specialization. As the candidates normally have a fairly sound academic background the emphasis is on professional development.

4. Bachelor of Education (Primary) through distance mode

This is an award bearing in-service program for primary school teachers. It is delivered through a distance-cum-residential school (during vacation) mode. It was launched in 1995 following a government policy to extend opportunities for continuing education to interested teachers. It is aimed not only to upgrade the professional knowledge and skills of these teachers but also improve the principles underlying the dictum – ‘Only a lighted candle can light another’.

5. Lead Teachers Certificate Course in teaching Primary Mathematics and Primary English

The Certificate course in teaching Primary Mathematics and English is a part of the SSEB (strengthening of support of Education in Bhutan), sponsored by CIDA in cooperation with the Royal Government of Bhutan and the University of New Brunswick, Canada. The project focuses on the increased capacity to provide quality English and Mathematics instruction from PP-VI. The Certificate course is a three-year program held over a span of three winters with fifty participants (25 English teachers and 25 Mathematics teachers). Professors from UNB were initially involved; but now teachers from the schools, lecturers from Colleges of Education and the CAPSD offer the course modules.

General Policy and Guidelines for students

All students enrolled for the B. Ed. / PgDE Courses at Samtse College of Education shall observe the following guidelines and procedures:

1. Academic Timing

Classes begin at 8 a.m. and end at 4.30 p.m. from Monday to Friday and on Saturdays the college has morning assembly followed by co-curricular activities. The morning assembly on Saturdays is held from 8 - 8.45 a.m. Daily classes have 7 periods of 1-hour duration each.

During class hours, no students are permitted to leave the campus. Students are expected, during the free periods, to engage themselves in some productive activities such as independent study works in the library or computer lab, either working on assignments or preparing for class presentations. Anyone found outside the campus during their free periods will be liable to punitive actions.

If at all students need to visit the bank, post office or hospital, it must be done during lunch break between 12.10 - 1.30 PM. For such visits, students have to make entries in the register in the general office by 10.10 AM. This will facilitate transport arrangement for those intending to go to the hospital.

2. Attendance

All students are required to attend all the programs and functions organized by the college.

- a. **Academic:** All the modules offered at SCE are taught courses, so students are required to attend all the classes regularly. Under any circumstances, a student is required to meet a minimum requirement of 85% attendance in each module, failing which s/he shall automatically be disqualified from sitting in the semester examinations.
- b. **Non-academic:** It is equally important that all students ensure full attendance for all other college programmes including co-curricular activities and special occasions of national importance organized by the college.
- c. **Teaching Practice:** Teaching practice is an important component of the teacher education programme. Every student is required to complete the teaching practice successfully during which they are given time for practical teaching. Refer *Annexure A* for details.

3. Leave

For all types of outstation leave, students must obtain prior approval from the Dean, Students Affairs.

- i. **Academic:** Taking leave during academic session is discouraged to the minimum. However, during emergencies permission can be sought from the

Dean of student affairs who will grant leave of absence from the class. Medical leave shall be granted only on the recommendations of the medical practitioner and verification by the hostel provost. On return from the leave, the student is required to submit a joining report to the Dean of student affairs. Until this is done, his/her leave will not be regularized.

- ii. **Leave on weekends and during government holidays:** Similarly, for all outstation leave during weekends and holidays, students must obtain prior approval from the Dean of Student Affairs, and on return, submit a joining report.
- iii. **Unauthorized absence** shall be viewed seriously and the students shall be referred to the ethical committee for necessary administrative actions.

Students shall not be paid stipend during the period of leave availed other than the sick /medical leave that is certified by a medical officer, and verified and approved by the hostel authority. However, considerations may be made on a case-by-case basis depending on the nature of leave availed by students.

4 Morning Assembly

There is one morning assembly a week, every Saturday. The morning assembly is one of the important programmes of the college – it is an occasion for praying together and sharing of thoughts by student speakers as well as making some important announcements. It is therefore important for all students to attend it. Non-attendance is penalized by deduction of a day's stipend.

5 Co-curricular Programmes

The college also conducts a variety of other educational programs alongside the core academic programmes. These are intended at providing hands-on experiences in various fields of learning, and hence, it is mandatory that all students participate. Their participation is assessed either as individuals or in groups such as collaborative groups, classes, and clubs. These programmes include (i) Cultural programmes, (ii) Games & sports (iii) Club activities, and (iv) social work.

- i. **Cultural programmes:** Cultural programmes include items such as individual singing contests, group dances (traditional and modern), short skits, etc. These programmes are mainly promoted through inter-house competitions held every year. They are evaluated and prizes awarded. The functions of a house are guided and supervised by the House Adviser appointed from amongst the faculty.
- ii. **Sports:** These activities include football, volleyball, basketball, badminton, etc. and track and field events. These activities are conducted either as inter-house or inter-class competitions amongst both men and women. They are usually organized by the Health and Physical Education Department. A cumulative

score of all events for the year are taken to decide the house ranking and prizes awarded accordingly at the end.

iii. Clubs: The College offers a range of club activities for students to choose based on their interests. Clubs meet every Saturday between 9.00 – 11.00 a.m. These activities are usually organized and run by the students supervised by Club Advisors appointed from amongst the faculty. The club activities are also assessed on a regular basis and are taken as part of the student-learning programme. Some of the clubs activities offered at the college are listed below:

1. Arts & Crafts	17. Traditional games
2. Current Affairs	18. Volleyball
3. Indoor games	19. Cricket
4. Home science	20. Science for the Protection of Nature (SPN)
5. Literary	21. Woodcraft
6. Bookworm	22. Plumbing
7. Cyber net	23. Electricity
8. Interior decoration	24. Printing and binding
9. Mathematics	25. Rovers and Scouting
10. Music	26. Social forestry
11. Photography	27. Flower gardening
12. Football	28. Mushroom cultivation
13. Basketball	29. Social service
14. Badminton	30. Choetsho
15. Table tennis	31. Mask dance
16. Lawn tennis	32. Folk songs and dances

iv. Social Work: Social work is organized for the whole student body as ‘Campus Care’ every Saturday for an hour between 11.00 a.m. and 12.00 noon. It is supervised and assessed by the faculty as part of the normal course work. This is done to inculcate the values of dignity of labour in students and also to maintain cleanliness of the campus.

v. Special occasions: The College also celebrates special functions such as the SCE Foundation Day, Cultural Night, Annual Sports Day, Annual *Rimdro*, and occasions of national importance for which full student attendance is required. Any absence is penalized by deduction of a day’s stipend from the student’s entitlement.

6. Marriage and Pregnancies

i. Marriage: Students are advised not to get married during the training period. This is clearly laid down in the agreement signed by students during the initial

selection. This is to avoid any inconveniences that students are likely to face during the course of their study.

- ii. **Pregnancies:** Pregnancies during the training period are not permitted. It is extremely strenuous for the mother, perhaps equally straining for the unborn or the newly born, and it can obviously affect her academic work at SCE. If any student is found to be pregnant during the academic session, she will be asked to take a year off along with the husband, if he is also a student at the college. One may then decide to continue the course the following year.

7. Conduct

As practicing teachers, students are expected to practice certain standards of code of ethics during the training period. They should value certain standards of integrity and moral behaviour, and conduct themselves in a manner that is befitting of a good teacher. Any breach of this code of ethics and behavior will be viewed seriously and referred to the ethical committee for punitive action. The punitive action depends on the degree of misconduct as follows:

- i. Expulsion
- ii. Suspension plus continue the course at his/her own expense
- iii. Suspension
- iv. Expulsion from the hostel
- v. Assign extra work

(Refer **Annexure B: A Code of Conduct for Teachers**)

- i. **Alcohol:** Consumption of alcohol or any other intoxicating substances, and coming drunk / intoxicated into the campus is strictly prohibited. It is ethically and morally unbecoming of a teacher. Students are strongly warned that breach of such conduct can result in expulsion from the college.
- ii. **Drugs:** It is important that students refrain from consumption of any form of substances considered to be drugs or inducing others to use drugs, other than those prescribed by authorized medical practitioners as part of medication. Anyone found indulging in drug abuse will be considered as criminal offence, and will be handed over to the police and expelled from the college.
- iii. **Smoking:** Smoking is another substance that is prohibited in the college. The college compound is a SMOKE FREE ZONE and all students must observe it at all times. Violation of this act will be charged with appropriate administrative actions against the defaulter according to the standing norms of the college.
- iv. **Dress code:** Students are required to observe proper dress code both within and outside the college at all times, i.e. by wearing 'gho' and 'kira'. Above all, it is particularly important for students to be playing exemplary roles in the society thereby upholding the age-old traditions of the nation. Nevertheless, exceptions

are considered during some selected activities such as games and sports, and social work.

- v. **Care of facilities and resources:** The College is equipped fairly well with certain facilities and resources for the benefit of the students. It is therefore important that all students take the responsibility of ensuring optimum care and use of the available facilities and services. For any damage caused to the college properties through the acts of vandalism or their misuse, the individual shall bear the cost of replacement while at the same time s/he will be deprived of the use of the facilities and services.
- vi. **Theft:** Stealing is morally not right and is illegal to own or possess someone else's property as one's own. Any instances of theft cases will be referred to the Ethics Committee and may result in expulsion from the college.
- vii. **Unethical acts:** Misuse of ID cards, im-personification, and using other's signature are acts of crime and are liable to legal actions.
- viii. **Insubordination:** All students are expected to uphold the highest standards of Bhutanese values including *tha-damtshé* and *ley-jumdre*. Any form of direct confrontation with authority including the office bearers or someone else bestowed with administrative responsibility will be referred to the Ethics Committee.
- ix. **Groupism:** Groupism is a form of politics and the college is free of such politics. It is detrimental to the general health, fraternity and harmony of the college. Therefore the college shall not accept groupism of any sort among the students. Formation of such groups can result in serious consequences.

8. Facilities and Services

The college provides a good set of facilities as part of student services to facilitate proper learning by students. Whenever asked, students must produce college ID cards in order to avail the services of these facilities. The following are some of the facilities and services available.

- i. **Library:** The college has a good library and a set of well trained staff who render library services. The library is open from 8AM to 7 PM on all working days except on Wednesdays / Saturdays and government holidays. The detailed guidelines, rules and regulations are provided in **Annexure C**.
- ii. **Computer and Internet:** The college has a good set of computers with internet connections maintained in two separate laboratories for student use. They are open from 5 AM to 10 PM. For the convenience of daytime users between 8 AM and 6 PM, a class-wise routine is maintained which the students are required to follow strictly. However, the labs are open for student use between 6 PM to 10 PM. See **Annexure D** for details.

- iii. **Reprographic unit:** The reprographic unit of the College provides the following services:
 - a. **Laser Printing:** The laser printing facility is available to the students at very nominal charges.
 - b. **Photocopy:** Photocopy service is available both in the library and in the reprographic unit. These services are provided by a private firm.
 - c. **Duplicating:** The College provides stencil cutting and duplicating services free of cost. However, it has to be verified and certified by the module tutor concerned.
- iv. **Bookshop cum Stationery:** There is a bookshop cum stationery store, temporarily located in the basement of the auditorium. The owner sells a wide range of items to the students and staff such as reference books, general interest books, and information in electronic format, stationery, calculators, periodicals, educational publications, computer hardware and software and any other items approved by the college authority. Other items of interest for students and staff may be stocked if desired e.g. magazines, newspapers, CD's, etc.
- v. **Transport:** For any educational tours, hospital visits and emergencies, the college provides transport services. However, for recreational activities the individuals and/or groups shall have to bear the cost of fuel.
- vi. **Canteen:** The College has a canteen within the campus for the welfare of the students and staff. It is open on all days except Sundays. A good variety of snacks, refreshments and some typical dishes are available at very reasonable prices.

9. Management and organization.

i. Groups:

The student body is equally distributed among the eight collaborative groups viz. Buelwa, Dungkar, Durba, Gewang, Lethre, Melong, Ngazhor, Yungkar,. Equity of gender, courses and classes are taken into consideration at the time of house division.

ii. Office bearers:

- a. **Councilors:** House members elect a councilor and two deputy councilors having equal men-women representation for a term of one academic year. The house councilors take turns to serve as the coordinating councilor each month. They are responsible for coordinating the student activities for a particular month.

- b. **Secretaries:** Clubs also have secretaries who are nominated by the club advisors for one academic year.
- c. **Custodians:** All sports custodians are nominated by the Health and Physical Education Department.
- d. **Students-in-Charge:** There are also students who are in charge of various responsibilities such as pantry, health, prayer, TV room, stationery, water, sound system, etc. They are nominated by the Dean of Student Affairs in consultation with the councilors and lecturers concerned.

10. Assessment

Academic

Student learning is mainly assessed in two different forms: course-work which includes class participation and presentation, micro-teaching and field teaching practice, assignments, projects, practical or seminars, and term examinations. They need to pass in both the components separately. The details are given in **Annexure E**.

11. Accommodation

The college has on its campus, four hostels for men and four for women. Accommodation is provided to the students based on the criteria developed by the college from time to time. Some information related to living in the hostels is given in **Annexure F**.

Annexure A

PRACTICUM (TEACHING PRACTICE)

This is an important component of the B.Ed programme. All the students are required to spend one semester in the second year in a school on teaching practice. The teaching practice will be during the 5th and/or 6th semester of the programme. The duration is about 21-22 weeks and is equivalent to five modules (12x5 = 60 academic credits). It is a self-contained module by itself.

General Guidelines for Teaching Practice (TP)

1. B.Ed Secondary & Primary students will teach 3-4 lessons per day during the entire TP. On average they are required to teach 20 lessons per week using detail lesson plans focusing on teaching skills.
2. B.Ed Primary students are required to teach Primary Curriculum Subjects in classes PP- VI. They are required to teach the major subjects in classes IV - VIII.
3. B.Ed Secondary students are required to teach in classes **IV to X**.
4. As far as possible students will be asked to take classes both in the morning and afternoon sessions to facilitate supervision by the lecturers/mentors.
5. As a general rule the mentor will observe a minimum of 1 lesson per trainee per day and hold post conferences on each of the lessons observed. However, the pre-conference should be carried out for all the lessons students are expected to teach.
6. Supervising lecturer of a cluster will observe a minimum of 6 lessons for each student.
7. The attendance requirement during TP is 100%. However, in case of emergency student may be allowed to take a maximum of one-week leave during the entire TP. The respective principal/focal teacher should intimate the leave taken to the TP coordinator at the earliest.
8. The syllabus coverage by the student should be same as that of the regular teacher of the practicing school.
9. The student will take the classes of the mentor.
10. Students should get their lesson plan signed by AT before teaching.
11. The mentor will carry out the evaluation of student's performance once a month.
12. The final grades/marks will be decided by the supervising lecturers in consultation with the associate teacher based on the overall performance of the student. These grades/marks will be agreed upon by the supervising lecturers who have observed the

lessons of the student and the mentor. This process could begin towards the end of the teaching practice session taking into consideration the levels reached by students.

13. The table below shows the number of lesson plans, observation forms and analysis report to be maintained in the TP journal.

	February/ July	March/ August	April/ Sept.	May/ Oct.	June/ Nov.	Total
Detailed lesson plan		20 x 4 = 80	20 x 4 = 80	20 x 4 = 80	20 x 2 = 40	Minimum 240
Lesson observation by mentor following PDC		5 x 4 = 20	5 x 4 = 20	5 x 4 = 20	5 x 2 = 10	Minimum 70
Lesson observation by SL (28days/cluster)			1 st round (7 lessons/trainee + 1 round evaluation) 2 nd round (5 lessons/student + 3 rounds of evaluation)			12 (approx)
Peer observation		3 x 4 = 12	3 x 4 = 12	3 x 4 = 12	3 x 2 = 6	42
Analysis report writing		20 + 12 +3 = 35	20 + 12 +3 = 35	20 + 12 +3 = 35	10 + 3 = 13	118
Observation forms used		All skill forms	All skill forms	All skill forms	All skill forms	118

14. If a student fails in TP he/she is required to repeat TP at his/her own expense.

15. A pre-visit by members of the TP committee to the teaching practice schools will be made for confirmation of mentors, clarify the roles of the school and the mentor, getting information about timetable, the optimum number of students that a school can take and the timetable of mentor.

Evaluation:

- | | | |
|-----------------------|-----|---|
| 1. Lesson observation | 70% | (The minimum pass mark is 50% in each component.) |
| 2. TP reflection | 10% | |
| 3. TP Journal | 10% | |
| 4. Teaching aids | 10% | |

Total: 100%

The grade range and grade key for TP is as follows:

Grade	Marks	Grade key
A	86 & above	Excellent
B	71-85	Good
C	60-70	Fair
D	50-59	Poor
E	49 & below	Failed

For details of organization, implementation and evaluation of the practicum please refer to the *teaching practice handbook*.

Annexure B

CODE OF CONDUCT FOR TEACHERS

This code of ethics is adopted, to the end that the teaching profession may be advanced; that the dignity and honour of the profession may be upheld, its standards maintained and its benefits extended. It makes a teacher proud of hi/her profession and accepts the obligations it places upon him/her. Adherence to the code of ethics will promote cooperation, understanding and a sense of dedication among teachers in the kingdom. It is accepted in our Kingdom that educating the child includes, among other things, nurturing and developing his/her moral, intellectual, physical, social, and spiritual capabilities. Therefore, a teacher has responsibilities towards students that include:

1. Guiding them, through role model, self-discipline, counseling and personal examples;
2. Creating an enabling learning environment for them;
3. Treating them with dignity and honesty
4. Developing a trusting relationship with them;
5. Protecting them from all kinds of intimidation, abuses and self-destruction;
6. Inculcating in them a sense of love, respect, gratitude and patriotism towards **colleagues** and the **profession** that include:
 - a. Building an atmosphere of trust, mutual respect and can -dour;
 - b. Acting within the wider principles of cooperation and broadmindedness to enhance the status of teaching profession;
 - c. Reflecting and sharing effective learning and teaching strategies;
 - d. Assisting and supporting new comers to the profession;

Towards **parents** and **community** that include:

- a. Making the students informed citizens, especially in relation to values, customs and practices that prevail in the society;
- b. Providing professional services which are responsive to the needs of the community;
- c. Developing in the members of the community a respect for laws and policies, which protect and promote the well being of the people and nation at large;
- d. Building an atmosphere of mutual respect, cooperation and harmony with the parents and the community.

To this extent a teacher should be **committed to**:

- a. Providing his/her pupils an optimum standard of learning experience;
- b. Applying with vigour and integrity one's knowledge and skills and continually striving to advance these by appropriate study and inquiry;
- c. Maintaining allegiance and dedication to the tsa-wa-sum and the laws of the Kingdom;
- d. Using one's talents in the greater service of the King, the country and colleagues;
- e. Preserving the cultural and traditional characteristics of the nation;
- f. The maintenance of the moral and intellectual integrity of the teaching profession;
- g. Promoting, through personal examples the highest standards of rightful conduct and behavior and courteous and selfless living;

and a teacher should **refrain from**:

All kinds of defilement, pursuit of vested interests and negative attitude that emanate from one's body, mind and speech that is harmful to the integrity of the nation and the dignity of the profession.

Declared by the Fifth Annual Education Conference on the 28th of December 2001. The conference endorsed that the Education Department will investigate and take appropriate actions against any teacher if the Code of Conduct is violated.

Annexure C

COLLEGE LIBRARY

Vision

To provide high quality library services of international standards and qualities in support of the SCE community.

Mission

The SCE library service is committed to supporting the teaching, learning and research programmes of the college by providing high quality, cost effective information and learning resources and services through a range of media.

To fulfill its mission the library undertakes to:

- Collect and manage resources of all formats to support teaching-learning and research programmes of the college.
- Improve its resources and services on a continuing basis in line with changing needs and priorities of the college.
- Provide equitable access for all the users
- Impart information skills to users to make optimum use of resources
- Within the limits of available space provide areas for different user needs.
- Ensure that users are treated with courtesy and respect by library staff.

Library Resources

Currently the library has good collection of materials on diverse subjects with a strong emphasis on education. The Library's collection consists of 15617 volumes and 695 back issues of professional journals, more than 209 CDs and other AV materials. The library also subscribes to some current journals and newspapers. The library has a good collection of Government Reports, School textbooks and other international publications. Most of the literature is in English, but library has also quite a number of Dzongkha literatures as well.

General Service Policies

- SCE library provides a range of services for the benefit of its college community in keeping with the mission of the college and the library. For smooth functioning of the library and to make effective and optimum use of the resources and services the library has adopted a number of policies and procedures.

- Library staff is empowered to stop any activity of the users in the Library which they consider prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of the collections.

Library Orientation

At the beginning of each academic year the Library holds orientation tours for first year students of all courses and they are provided instruction on the use of library resources and services and made aware of library policies and procedures.

User's Responsibilities:

- Abide by the policies and procedures of the library.
- Observe and comply with instructions and directives from library staff and acknowledge their responsibility and authority to enforce these
- Treat other users and staff with respect and courtesy
- Maintain good order and quiet in all public reading areas and while moving around the libraries.
- Respect the rights of other library users by refraining from behavior that is disruptive to library use.
- Refrain from smoking, eating and drinking in the Library.
- Refrain from use of equipment likely to disturb or distract other readers or to damage library materials
- Be responsible for all materials borrowed on their card, including the obligation to pay any overdue fines and replacement costs if items are lost or damaged.
- Observe legal restrictions on the use of electronic and print resources
- Return material by due date to make available for others, and not transfer material borrowed in their name to another user
- Not remove library materials from the library without authorization through established lending procedures.
- Make staff aware of any assistance required to make optimum use of library
- Vacate the library by closing time
- Present library materials, files, folders, bags and similar items in their possession for inspection by a member of library staff while leaving the library.
- Be considerate of other users' needs
- Treat books and equipment with care

Opening hours

Monday – Friday 8:00 AM- 6:00 Pm

Saturday 8:00 AM-12:00 Noon

Membership

- All students, academic and administrative staff of the college are members of the library.

Loan policies

- All staff and students of the College are entitled to check-out library material
- Borrowers are required to register in the library in order to be granted the borrowing privilege.
- Academic staff proceeding on tour or study leave away from the college is required to return all materials on loan before going on study leave or tour
- Students will be provided with five user cards; academic staff with 10 user cards and the administrative staff with 3 user cards after they have been registered in the library.
- The item is borrowed by submitting a card of the borrower in exchange for every single item loaned out and is retained by the Library over the loan period.
- Not all library materials circulate and non-circulating materials must be used in the library.
- No library materials are to leave the library without being signed out.
- Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement of library material(s) being used within the Library or checked out by them.
- Current issues of magazines do not circulate.
- Reference Only materials do not circulate if marked FOR REFERENCE USE.
- Material do not circulate if it is damaged and is withdrawn for repair, or if it is rare or if the item is in processing stage.
- Loss of a Library Card must be reported to the Circulation Desk without delay and patrons will be issued new replacement cards
- Patron assumes responsibility for all items checked out on their card.

- It is the registered borrower's responsibility to ensure others do not use their cards.
- Certain books which are in heavy demand, may be placed on closed reserve for a limited period of time at the Librarian's discretion or lecturer's request to provide access to all students enrolled in the specific course
- Reserved and short loan materials are issued using short loan forms.
- A user can avail a maximum of 2 short loan items at a time.
- Short loan materials circulate for a maximum of 2 hours during the library opening hours and may be issued for overnight and week end period.

Reshelving

- Patrons should not attempt to reshelv any library materials.
- Patrons should return collections to the circulation desk for the library staff to do the re-shelving.

Loan Duration

The loan period that applies to various categories of users are as follows:

- Students 2 weeks
- Academic and administrative Staff 1 month
- The loan period and number of items which may be borrowed as specified by the circulation policies may be extended under exceptional circumstances.
- Videos cassettes, CD-ROMs circulate for two days and patrons are allowed one video per card and they may be renewed for an additional two days by bringing the items into the Library, if not reserved

Loan Quotas

- The maximum number of books in any period that a borrower may have on loan to him/her at one time) are as follows:
- College students may have up to 5 items
- Academic staff may have up to 10 items
- Administrative Staff may have up to 3 items

Return

- The library will assure that the reservation and recall system is efficient, effective and widely practiced.
- Material should be returned to the library issue desk not later than the date stamped on the issue label.

- Overnight, reserved items should be returned directly to the Circulation Desk at 8:00 AM the following working day.
- Borrowers should ask the library staff at the circulation for a receipt for overdue fines.

Renewals

- Items may be renewed in person at the circulation desk.
- Renewal requests must be received before the item is billed for replacement.
- Materials may not be eligible for renewal if the book has been recalled/requested or if the borrower has overdue loans.
- Materials can be renewed unless someone else is waiting for it.
- All items should be sighted by the Library at least once per year to assess their physical condition.
- The Library allows up to 5 renewals for 2 weeks for students, 10 renewals and 3 renewals respectively for faculty members and administrative staff up to 1 month period provided no holds have been placed by other borrowers

Holds/Reservations

- Any enrolled student or employed SCE staff borrower can reserve an item.
- Patrons who need a book that is checked out to someone else may place a reservation request on that book.
- When the item has been returned, a notice will be sent out to the person who has requested the reservation/recall and the reserved or recalled item will be held at the Circulation Desk for 2 days after which the item will be re-shelved or checked out to the next patron who has reserved it.
- Any user requiring material that is checked out may place a **“hold”** by contacting the circulation desk.
- Only items on loan can be reserved.
- A borrower may not place a reservation on an item they currently have on loan.
- A faculty member may place an item on reserve at the Circulation Desk.

- Faculty should be familiar with the appropriate copyright laws when placing photocopied materials on reserve.
- Faculty should bring the materials to be put on reservation/short loan before the semester begins.

Recall

- The library collection is a shared collection owned by the college for use by the entire community and hence all materials are subject to recall or request.
- The recall and request services are available to all SCE students, faculty and staff.
- Borrowers are assured a minimum of 7 days check out privilege and beyond this period recalled items must be returned within eight days from the date of recall.
- When a recall is issued, the original due date is cancelled and a new due date is established and recalled items are subject to fines of Nu.2.00 per day and will continue to accrue until the item is returned.
- Recalls should be made in person at the Circulation Desk.
- Recalls will be made independent of the category of borrower
- Patrons are notified when their requested or recalled item has arrived and will have 2 days to pick up the item before it is re-shelved or issued to the next in line.
- Books that are overdue and that have been recalled are subject to immediate recall.
- Failure to receive a recall notice (due to travel, illness, or problems with mail delivery, for example) does not excuse users from paying recall fines.
- Item recalled for Reserve Services will be recalled immediately.
- In exceptional circumstances the Librarian may make a recall if a book is in heavy demand.

Loss and damage

- Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement to the materials under their care and shall be required to pay the full cost of replacing or repairing such materials.
- A processing charge of Nu.100.00 per item will be charged for loss and damage of materials

Fines

- To promote prompt return of material and optimal sharing of the library collection, library charges fines and fees for overdue, lost, and/or mutilated library materials.
- The library sends notices on the overdue items at regular intervals and the failure to receive notices is not sufficient grounds for canceling library charges.
- The rates for overdue books are set by the College Library Committee.
- Material which is not returned is presumed lost, and is charged a replacement cost, plus an administration charge as per rule.
- Nu.2.00 per item per day for normal loan and Nu.2.00 per item per hour for reserved/short loan item will be charged until the material is returned.
- Students who do not settle their library fines and return all their loans will result in suspension of borrowing privileges and will not be cleared for reception of exam results reports and/or graduation.
- Students found leaving the Library without charging out an item/part of an item and either deliberately or otherwise concealing it is considered an offence.
- Replacement charges become payable after an item has been overdue for 28 days, except in the case of reserved loans where replacement charges are payable after an item has been overdue for two weeks.
- If on the expiry of the 28 days the amount is not paid in full, the user is excluded from the library until the amount is paid in full or until arrangements satisfactory to the Librarian for its payment has been made.
- In case of lost items all borrowers are subject to a sum equivalent to the cost of the item lost plus late charges and physical processing fees of Nu.100.00 for all items lost.
- Fines can be paid in person by cash at the Circulation Desk and patrons should insist on a receipt for the charges paid.
- All outstanding library replacement charges and library fines will be sent to the college finance section at the end of the financial year.

Over dues

- Library material is due on the most recent dated stamp on the “DATE DUE” slip on each item or material issued.
- In case the due date falls on nonworking day, the overdue fines will be charged from the next working day onwards and will accumulate until the materials are returned or reported missing at the Circulation Desk.

- Courtesy overdue notices will be mailed one week after an item is due but the failure to receive courtesy overdue notices in no way relieves the borrower's obligation to return the item by the date it is due.
- If the item is not returned within 14 days from the date on which the user concerned is notified the item will be billed for replacement.

Missing Books Searches

- Patrons who cannot locate an item on the shelf may place a search request at the Circulation Desk and the status of the book searches will be notified latest by 3 days after the search request is made. Books found will be held for 2 days after patron notification after which it will be re-shelved.
- The Library cannot specifically guarantee when missing items will be found.
- In the case a Search Request is unsuccessful, the item will be considered for replacement at the discretion of the Chief librarian.

Lost Book Charges

- Materials more than 28 days overdue are declared LOST, and the cost of replacement is charged to the borrower.
- The cost of replacement includes a Nu.100.00 non-refundable processing fee plus the actual cost of the item lost.
- A thorough search of the item is conducted before it is billed as lost.

Policy on Lost, Stolen and Mutilated Materials

- The borrower is responsible for all books checked out on his/her record and should point out any noticeable damage to books before checking them out.
- Borrowers who return library books that are damaged will be assessed a service charge based on the cost of repairing the item and if the book cannot be repaired, the "Lost Item" replacement charge will apply.
- Mutilation or tearing out of pages from a book or magazine will also be considered as theft.
- When the library identifies a student as having stolen or mutilated a journal or book s/he will be billed for the cost of a single issue of that periodical or book.

Claims Returned Policy

- The Library takes a patron's claim that an item was returned seriously. However, to accurately represent patron records and library holdings, Circulation must have the item in hand before it can be removed from the patron's record

- The library will designate a “claims returned” status on the item for a limited period of time (28 days). During this time period Circulation and the patron share the responsibility of locating a library item.
- The Circulation Staff will search the library’s collection at regular intervals and if the “claims returned” item is not located at the end of the 28 days search period then the item will revert to its original “loaned” status, and the patron assumes responsibility for replacing the item.

Library Notices

All users in the college are informed of library activities by general notices being displayed on general notice boards and library notice board.

Stock Arrangement

- All the books in the library are shelved in call number order using the Dewey decimal classification system. Users should not attempt to reshelv any library materials
- Like other library classification systems, DDC divides all knowledge into ten main classes as follows:

000	Generalities. General Knowledge
100	Philosophy & Psychology
200	Religion
300	Social Sciences
400	Language & Linguistics
500	Pure Science
600	Technology (Applied Sciences)
700	The Arts
800	Literature & Rhetoric
900	Geography & Travel, Biography

- DDC breaks down topics from the broadest applications of each topic to its component parts, and then to its narrowest applications. The notation generally becomes longer as the topic becomes more specific. An example illustrating the hierarchical structure is shown below:

500	Natural sciences and mathematics
510	Mathematics
516	Geometry
516.3	Analytic geometry
516.37	Metric differential geometry
516.372	Euclidean geometry

- The library racks and shelves are properly marked showing different subject areas in DDC order. For instance in the above example if a user wants to find out books on geometry s/he should first locate the broad classification number for science at 500 and then within this broad discipline look at 510 which stands for

mathematics. Further down within 510 the user will locate the materials on Geometry at 516.

- Books by different authors on the same subject e.g. on geometry are shelved together in one place and are sub-arranged alphabetically by the surname of the author.
- Books are arranged on the shelves in ascending order from left to right in DDC order. In the above example books on analytic geometry will be shelved in ascending order from **516** to **516.3** and books on Metric differential geometry will be shelved at **516.37** and so forth.

Study facilities

- The Library offers facilities for individual study in a quiet environment, and all users are asked to respect this. To meet the increasing need for space for the users the library has created one more additional reading room in the earlier office - cum-school textbook room, besides the main reading hall-cum-stack room in the main library hall. Patrons are requested to make best use of these facilities.

Policy on Computer and Internet Service

- In order to increase its resource base and services and to provide greater access to electronic resources, the library also provides its users with computer and internet facilities. The Users are requested to strictly follow the computer and internet policies for effective use of the resources and services. The Internet Policy is to ensure appropriate use of Internet resources within the library.
- Use of computer for chatting, playing games and sending of emails is not permitted.
- Respect the privacy of others by not misrepresenting oneself as another user through attempting to modify or gain access to files, passwords, or data belonging to others.
- Not make copies of copyrighted or licensed software or data.
- Not send or receive or display graphics which may reasonably be construed by Library staff as offensive to the other patrons.
- The Library staff may impose restrictions, such as time limits, on the use of library equipment.
- While respecting individual users' right to privacy, library staff reserve the right to monitor use of Internet workstations to ensure compliance with this policy.
- Staff may ask users to remove themselves from Library equipment if they observe any behavior that they judge to be in conflict with this policy.

- Misuse or abuse of library computers or Internet services may result in suspension of library privileges.
- Use of library computers has to be pre-booked.
- Each individual user can book the computer only for an hour at a time.

Photocopying

- The library photocopy service is outsourced to a private company
- Charges are Nu.1.00 per A4 sheet and Nu.2.00 per A3 sheet.
- Please note there are strict copyright regulations regarding photocopying.

Finding Information in the library

Catalogue

- The catalogue is the key to the library collection. It records what materials the library has and where they are located. As of now our catalogue is in two sequences: author catalogue, arranged alphabetically by the surnames of the authors and shelf list catalogue, arranged in classified order by the call number given to each book.
- You can find if the library has a particular work by particular author by consulting the author catalogue.
- When neither the author nor title is known you can try by looking in general subject classification scheme (Dewey Decimal Classification Scheme) in the shelf list cards.
- The library also has some of its holding records on OPAC which also to some extent supplements our card catalogues. If you have problem in using the catalogue ask help of any library staff.

Reference service

- Reference works may be categorized mainly into two types – general reference works and specialized reference works. In the general reference works you will find information on all types of subjects and topics, but the information given is very general and sketchy. In the specialized reference works you will find information on any subject area in detail. The specialized reference works are subject specific.
- If you have difficulty in using any reference materials help should be sought at any time from the library staff.

- Help is also provided to users in location and retrieval of books/documents from the library and in use and tracking of information from internet and other sources.

Lost and Found

- This service is maintained at the Circulation Desk. Items found in the Library are kept at the circulation desk
- Notices on items found in the library are displayed on the general notice board and also on the library notice board and at the circulation counter.
- If no claims are made within one week of notices being served the items found will be disposed off and the library assumes no accountability whatsoever.

Complaints Procedure

- For the improvement of its overall resources and services and for effective use of its resources the library maintains a suggestion box. Any user can make anonymous suggestions for the improvement of library services.
- The users can also submit written complaints about any aspect of the library operation and services.
- The library will:
 - Deal with your complaint as quickly as possible
 - Send you an acknowledgement letter if we cannot deal with your complaint
 - Deal with your complaint in confidence
 - Keep you informed from time to time if the matter is taking some time
 - Look at the pattern of the complaints to identify and improve any areas where there appears to be repeated problems

Annexure D

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

General

The student computer lab is to assist the students in developing and enriching their learning experiences. This gives an avenue for them to realize the importance of ICT in teaching and learning. However, they can also use these facilities for writing assignments and collecting academic materials for their assignments and presentations.

It is of great importance that the resources in the student computer labs are functioning and are available for everyone who needs to use them.

The limited ICT resources are made available for student use. At the moment we have two labs for students to access the Intranet and Internet with a Vsat connection of 1MB bandwidth. Photocopying and printing facilities are also available on payment.

Students can also bring in their laptop and connect to Internet via wireless. Wireless is accessible from anywhere within the campus. You must get an ID from the system administrator.

Lab rules

The users must adhere to the following norms to make best use of the equipments:

1. The students are obliged to follow the instructions of the system administrator and lab assistant.
2. If there is ICT class, all students who do not take part in this have to leave the room well in advance of the lesson. Make a practice of looking at the timetable before entering the computer room
3. It is not permitted to use the computers for displaying, printing, storing or distributing matter that may offend others (e.g. pornographic or racist matter).

4. It is not permitted to install, use or distribute illegal copies (pirate copies) of licensed software.
5. It is not permitted to change the operational mode of the computers. The computers must remain switched on and must not be switched off unless you are instructed.
6. It is not permitted to take away manuals, furniture or other pieces of equipment from the computer labs.
7. Smoking, eating and drinking in the computer labs is forbidden.
8. It is not permitted to engage in activities that will disturb other people in the computer labs such as listening to music with high volume and chatting.
9. Students are not allowed to play computer games of any kind, chat, download movies and music, in the computer lab.
10. Only persons with access to a valid user account have admission to the computer labs.
11. The password to the user account must be changed regularly. The password is to be kept secret and must not be handed over to anyone. If suspicion arises that somebody else has knowledge of your password you may change it immediately.

Timing

The labs remain open from 5:00 a.m. till 10:30 p.m. seven days a week.

Sanction against offenders

Students who do not comply with the above rules will be warned for the first time. Repetition of the undesirable act will lead to suspension from using the ICT equipments during the off-class hours.

System administrator and lab assistant will report the defaulters to the lecturer in-charge and Director for the disciplinary action.

Equipment malfunction

If errors occur in a computer or in a program:

- Contact the lecturer who is teaching or system administrator.
- You may also stick a piece of paper on the computer which is not working with a note "NOT WORKING" and write the problem or inform the system administrator.

Appendix E

ASSESSMENT AND EVALUATION

1. Introduction

- 1.1. The following sections have been adapted from the Examination and Evaluation Handbook of the college and the Academic Wheel of Law of the Royal University of Bhutan.
- 1.2. While the final authority of granting awards for all validated programmes lies with the Academic Board of the Royal University of Bhutan, the college Programme Boards of Examiners are responsible for declaring the provisional results.
- 1.3. The Examination and Evaluation Committee (henceforth referred to as committee) organises the assessment of the courses for all the programmes. It conducts the examinations and guides in preparing the results about the student performance.
- 1.4. This section of the handbook serves as a guide for the students on how they are assessed at the college in the courses they enrol in. It also helps them to realize the importance of informed assessment in finding out the achievement and problems of their students when they start their teaching career.
- 1.5. Towards these ends, assessment, examination and evaluation can be viewed as:
 - 1.5.1. A method of acquiring and processing the evidence needed to improve the students' learning and teaching.
 - 1.5.2. A variety of evidence beyond the usual final 'paper and pencil' test.
 - 1.5.3. An aid in clarifying the significant goals and objectives of teacher education and as a process for determining the extent to which students are developing in these desired ways.
 - 1.5.4. A system of quality control in which it may be determined at each step in teaching learning process whether the process is effective or not, and if not, what changes must be made to ensure its effectiveness before it is too late
 - 1.5.5. A tool in a teacher education practice to ascertain whether alternative procedures are equally effective or not in achieving our goals.

2. Assessment and Evaluation

- 2.1. The assessment is a way of collecting information about the student performance. Evaluation is more than that requiring the assessors to reflect on the quality of achievement. The process of reflection and moderation of

students' work including the continuous assessment are expected to help them grow professionally.

3. Modes of Assessment

- 3.1. The assessments of students are carried out in a modular approach. Each module is considered a unique entity of the course and therefore assessed separately.
- 3.2. While some of the modules are assessed purely on course work, most of the modules have both course work and examinations. The nature of the modules and their expectations determine the method of assessment.
- 3.3. All assessments will be conducted in the language of instruction of the module.
- 3.4. The module tutors will advise and inform the students about the forms and timing of the assessment components at the beginning of the semester.
- 3.5. There are different forms of course work, some of which are class participation, seminars/presentations, writing reaction papers, written assignments, practicals, project work, dissertations, portfolio maintenance, periodic/unit tests, teaching aids display, micro-teaching, etc.
- 3.6. Alternative forms of assessment can be designed for the disabled students. The variations could be:
 - 3.6.1. Alternative or modified assessment;
 - 3.6.2. Use of viva-voce assessment;
 - 3.6.3. Use of scribes in assessment;
 - 3.6.4. Use of appropriate aids (such as Braille, tape recorder, large print scripts, word processor, etc.);
 - 3.6.5. Extra time being allowed for assessment;
 - 3.6.6. Extension of completion period for an award;
- 3.7. The examinations for the exam-related modules offered during the semester are organized and conducted at the end of each semester.
- 3.8. Conducting examinations at the end of each semester are expected to provide for:
 - 3.8.1. A better management of student progress with more regular assessment of their progress and more opportunity to know their progress and problems;
 - 3.8.2. A closer relationship between teaching a module and its assessment;
 - 3.8.3. A more orderly management of the overall programme;

- 3.8.4. A better delivery of teaching and clearer intellectual development;
- 3.8.5. A more flexible programme with shorter duration with specific content.

4. Eligibility

The registered student must obtain the college identity card bearing the photo, name and student number provided by the Examination centre (hereafter referred as 'centre') amongst other details duly signed by the head of the college.

The college will use the details as filled in the registration form. The students must take responsibility to provide correct information and sign them.

The student must have attended 100% of the lectures in the module. However, the committee may relax it up to a minimum of 80% for medical and bereavement cases supported by valid documents.

Each student must fulfil the course work requirement at least a week before the commencement of the semester examinations.

5. Registration for Examinations

- 5.1. Having fulfilled the eligibility criteria stated above, each student must register for the semester examinations through their concerned module tutors and class advisers.
- 5.2. The last date of registration will be as per the decision made by the Programme Board of Examiners (PBE).
- 5.3. The college Academic Committee has the ultimate authority to allow or not allow any candidate to sit for exams on grounds of other academic requirements.
- 5.4. It is also mandatory that the candidates be familiar with the conduct in the examination hall in every respect.
- 5.5. Each candidate must take note of the timetable and prepare all the materials required including the college identity card.
- 5.6. Any candidate appearing for additional module examinations must contact the centre a month before the start of the semester examinations. The centre cannot take the responsibility after that.
- 5.7. The examination timetable will be made available to the students three weeks prior to commencement of the examinations.
- 5.8. Unless otherwise barred, candidates are allowed to carry a calculator. Any other materials like mathematical tables and graph papers required will be supplied.

6. Conduct in the Exam Halls

Candidates must ensure the right paper is prepared for and report on time with all required materials. A candidate may not be allowed to enter the hall after 10 minutes of reporting time.

Candidates must prepare all the required materials like pens, calculator, geometry sets, etc., to be taken into the exam hall. Textbooks, tables and graph papers will be provided as required. Borrowing pens, pencils or any instruments are not permitted in the exam hall.

Attendance will be taken using the college identity card and therefore it must be carried all the time.

If a candidate is barred from entering the hall, it will be considered as re-assessment.

The conduct and behaviour in the examination hall is very important especially for the future teachers. They are not allowed to move, eat and disturb anyone both inside and from outside the exam hall.

Complete silence must be maintained in the exam hall. The invigilator(s) may expel the candidate if he/she feels any candidate is disturbing or trying to disturb others.

Candidates must fill the cover page of the exam booklet correctly and completely. Get it signed by the invigilator only after completing the details. The part on the number of additional sheet attached needs to be filled at the end.

If anyone fails to give the complete details on the cover page of the exam booklet, his/her result will be withheld till the next re-sit and/or re-do declaration day.

Candidates are allowed to talk only to the invigilator in the exam hall. If any candidate needs to talk to the invigilator or is in need of papers, he/she must raise his/her hand to draw the invigilator's attention. Raising voice to call the invigilator is prohibited in the exam hall.

Any candidate caught trying to use or using unfair means in writing the exam or trying to help his/her colleague(s) will be stopped from writing the exam and expelled from the exam hall. The exam paper for which the candidate is caught cheating will be marked 'award no marks' by the invigilator.

Candidates are not allowed to take any used or unused answer scripts or any writing materials provided by the invigilator from the exam hall when leaving the exam hall.

Candidates are not allowed to leave the exam hall before half the time of writing examination is over, even if the candidates have finished writing the paper, or are not interested to write the paper. The candidates are expected to sit quietly without disturbing the others till the invigilator permits them to leave the hall.

Candidates are advised to read the instructions and questions carefully and answer them appropriately. They must check the marks and write accordingly. They

should divide their time for each question and finish on time. If they finish earlier, it is advisable to go through the paper once more and make further refinements.

Candidates must ensure that the papers are in order in every respect before stapling the additional sheet and graph papers.

Candidates may hand over the paper to the invigilator or leave them on the table, as the invigilator desires, before leaving the hall.

Details of expected conduct during exams will be explained by the concerned class adviser prior to their start.

7. Plagiarism

- 7.1. Plagiarism is defined as presentation of another person's ideas or work by an individual as though they were his or her own. The work may have been retrieved from a medium – published or unpublished.
- 7.2. Each student must submit all their course work with the 'Plagiarism Declaration Form'. They must be aware of the consequences of false declaration.
- 7.3. Students must ensure the proper acknowledgement of the borrowings of ideas from other sources. The module tutor may help on the skills of acknowledgement or it may be accessed from the college website.
- 7.4. The tutors will also monitor and help to guard against plagiarism, guiding them to use appropriate referencing system and ensure their use while doing their assignments.
- 7.5. Cheating or attempting to gain an unfair advantage results in failing in that part or the whole module. The board determines whether the student should be allowed for re-assessment.
- 7.6. Any form of plagiarism and academic dishonesty are unacceptable and will be referred to the committee who may decide to cancel that paper and award zero and refer the case to the PBE.
- 7.7. Serious cases of cheating, plagiarism, together with other forms of academic dishonesty such as impersonation, falsification of data, computer and calculator fraud, examination room cheating and bribery will be referred to the university's disciplinary procedure and can result in a student being required to leave the university.

8. Correction and moderation of student work

1. Anything related to assessment is subject to moderation by a competent person appointed by the committee.

2. The tools like assignment tasks, examination question papers and student works including answer scripts will be moderated for the clarity of task, distribution and award of marks for each part of the task/work.
3. The tools used to assess must be reliable. They must ensure similar results, if not same, when marked at a different time or by a different marker.
4. Right thing, including the specified learning outcome, must be assessed using the most appropriate method of assessment. This makes the tool valid.
5. The marking scheme and/or blueprint, as appropriate, will be prepared and presented for moderation.
6. The moderator will ensure clarity, readability, appropriateness to the aims and assessment level of the module.
7. The module tutor/s will use the marking scheme to correct all the student works.
8. The mark sheets prepared by the module tutors will also be signed by the moderator after the moderation.
9. The moderating team headed by the Head of the Department will decide 'how many' and 'which ones' they can moderate. It is mandatory to moderate the extreme and borderline cases. The moderator may also check the correctness of addition of marks.

9. Staff Responsibility

- 9.1. The module tutors have important responsibilities in student assessment. Amongst many others, they will set out well-defined mode of assessment to meet the module outcomes, give clearly set tasks, with explicit marking criteria, well paced distribution of submission dates, guidance and help whenever required, timely and constructive feed back, and judicious award of marks.
- 9.2. Assessment of student's skills and knowledge will be both fair and appropriate to the nature of the module and its expected outcomes. Students will be provided with the schedule of assessment so that they will be able to plan their workload.
- 9.3. Assignment submission deadlines must be met or face the penalties. An extension of maximum of ten days may be considered by the tutor if the extension is sought *in* time.
- 9.4. Work submitted must be returned on time with written feedback and comments on what was good and how to improve the performance.
- 9.5. The expected standards of any piece of work must specify the weighting clearly and incorporate towards student's overall mark for the module.

- 9.6. Sharing the marking criteria with the students forms a feature of good practice. All feedback given to students should relate to the marking criteria.
- 9.7. Prepare the mark sheet for each module taught correctly and carefully.

10. Criteria to Pass

- 10.1. A student must obtain a minimum of 50% in each module to pass. However, they may obtain a minimum of 40% in each component of course work and/or examination in the modules with both these components.
- 10.2. In case a student gets a minimum of 40% in a component but fails to make the total of 50%, s/he will be required to attempt the part or whole of the module assessment depending on the nature of the shortfall and as decided by the Program Board of Examiners.
- 10.3. A student has to attempt all components of the course work. S/he will be awarded a mark of zero for non-submission of a component of course work (WAL D1:7.2).
- 10.4. Failing to get a total of 50% or less than 40% in either the examination or course work will result in reassessment.
- 10.5. The nature of reassessment will be decided by the Board of Examiners. The student may be considered for re-sit in the examination, redo one or more components of course work or do both course work and examination for the module.
- 10.6. Since the reassessed student will be awarded the pass mark (50%) only in the component of reassessment, the student must get a minimum of the same in the other component.
- 10.7. A temporary arrangement to allow this clearance will be made in the beginning of the following semester. Otherwise, the candidate has to clear it when the module is offered again– usually a year later.
- 10.8. On successful completion of the reassessment of the examination component, the candidate will be awarded the pass marks only in the examination component.
- 10.9. Failing in more than two modules in a semester or obtaining less than 25% in any module will result in repeating the level after taking a year off.
- 10.10. No stipend will be paid during the period repeated. The payment of the stipend resumes only after the repeat phase is completed.
- 10.11. Where a module is repeated the mark obtained will replace the mark achieved at the earlier attempt.

- 10.12. A candidate can repeat the semester only once. Failing in any module again would result in leaving the college.
- 10.13. If a candidate fails in Teaching Practice with 49.9% and below, s/he will be allowed to repeat it at his or her expense in the next academic year. However, on being unsuccessful at the second attempt, he or she will have to leave the college.
- 10.14. For any genuine cases, the board has discretion to arrange supplementary examinations.

11. Compilation of semester results

Each module tutor will compile the marks in the format provided by the committee. They get it signed after the moderation and submit to the Head of the Department who, in turn, submits to the concerned class adviser.

The semester results are prepared by the class advisers. They compile the results for all the modules in the format provided by the committee, in whole numbers, for the section of the class.

The advisers ensure the correct entry of the marks, get a second person to confirm the entry, and hand the results to the Program Leader to report the summary during the PBE meeting.

The advisers must guide and counsel those students who failed to clear all modules. This would motivate and help the individuals to perform better in future.

The teaching practice coordinator will submit the moderated marks for the teaching practice directly to the committee. A copy of the same may be displayed on the student notice board.

The coordinators of co-curricular activities will compile the final grades and submit to the examination centre for entry into the consolidated mark sheets. A copy may be displayed for the students.

12. Declaration of results

- 12.1. The Programme Board of Examiners has the formal responsibility for considering and declaring the provisional marks of internal examiners, making decisions on the progression of individual student and making recommendations on final awards to the Academic Board of the university.
- 12.2. The board may determine whether a candidate is eligible for an award, allow the candidate to continue the course or ask him/her to discontinue based on the available and valid information about the candidate.
- 12.3. The PBE may have to step outside these regulations in order to do academic justice. Such cases will be forwarded to the Academic Board (or to the college

Academic Committee, as appropriate) with the explanation of the action and the reason for it.

13. Accessing the results

- 13.1. After the declaration of the results, the committee will publish the results in the 'exam results' web: www.rubexamresults.com
- 13.2. The candidates can then access their results using the 8-figure alphanumeric student number and their password.
- 13.3. All declaration and publication of results are subject to formal ratification by the Academic Board. Any change in the decisions of the Academic Board (or AC) **ratified will be** formally notified to the concerned student/s.

14. Compilation of consolidated mark sheets

- 14.1. The consolidated mark sheets for each graduate will be prepared at the end of the course incorporating all the modules taken during their study at the college.
- 14.2. The PgDE will have all the professional subjects weighted to 50%, electives to 30% and personal studies modules to 10% and teaching experience to 10%.
- 14.3. The co-curricular grades assessed will also be a part of PgDE mark sheets.
- 14.4. The three-year B Ed programme will be as follows:

Year/Groups	Wtg.	Edn I	Edn II	PDS	ES 1	ES 2	Total
Year 1	35%	25%	10%	15%	25%	25%	100%
Year 2	25%	25%	10%	15%	25%	25%	100%
Year 3	40%	25%	10%	15%	25%	25%	100%
Total	100%	25%	10%	15%	25%	25%	100%

- 14.5. The five modules offered during each semester of the four-year B Ed programme will be given equal weighting.

Year/Groups	Weighting	No. of modules
Year 1	25%	10
Year 2	25%	10
Year 3	25%	5 and TP
Year 4	25%	10
Total	100%	

Note that Teaching Practice is given the equivalent weighting of five modules and therefore will include different requirements as detailed by the TP Committee.

- 14.6. Each graduate will be awarded the divisions as follows:

Distinction (an outstanding performance)	– 80 and above
First division (very good performance)	– 70 - 79.9
Second division (good performance)	– 60 – 69.9
Third division (satisfactory performance)	– 50 – 59.9
Fail (unacceptable performance)	– 49.9 and below

15. Appeals

Candidates have the right to appeal against the decisions of the PBE. The appeals can be processed as per the procedure detailed by the Academic Board.

All relevant documentation like student performance, written reports, certificates of illness, written warnings, etc. of each candidate will be maintained by the module tutor/s and/or class adviser concerned.

A candidate may appeal the decision with supporting documents to the Secretary, Academic Appeal Committee (AAC), RUB within fourteen days of the date of promulgation of the decision appealed.

A candidate can appeal only on the following grounds:

That his/her performance was adversely affected by illness or other factors which s/he was unable or for valid reasons unwilling to divulge before the PBE reached its decision;

That the PBE did not give sufficient weight to any extenuating circumstances previously notified to the college prior to the holding of PBE meeting;

That the examinations were not conducted in accordance with the current regulation;

That there was a substantial error of judgement on the part of the examiner/s affecting the grades being totally at variance with previous assessments and performance levels;

That there was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to the candidate's results.

Each valid appeal lodged within the specified time shall be referred to the ACC for decision.

The AAC may or may not consider the appeal depending on the documentary evidence submitted.

Candidates lodging an appeal are required to submit a non-refundable fee of Nu 1000/- (one thousand) only with their appeal documentation.

(Interim measure: Until the RUB constitutes the AAC, SCE will arrange for recheck on the payment of Nu. 500/- which goes as the recheck fee to a different examiner

identified by the college appeal committee. The student has to agree with the mark/grade awarded by the second examiner who is supposed to justify the reasons for the award. This makes all tutors mandatory to prepare the marking scheme.)

16. Clarifications

16.1. Any clarifications may be sought on any of the above issues from the Committee.

Annexure F

COLLEGE HOSTELS

Samtse College of Education has on its campus, four hostels for men and four hostels for ladies. At present the hostels have a capacity to accommodate 202 men and 108 ladies. The residential accommodation in hostels comprises cubicles, two-seater, three-seater, & four-seater rooms. The accommodations available in the various hostels are as follows:

Men's Hostel	No. of Rooms	Accommodation for (No. of students)
Self-catering hostel	two 2-seater (36 rooms)	72
Main Hostel	3-seater and 4-seater	130
	Total	202

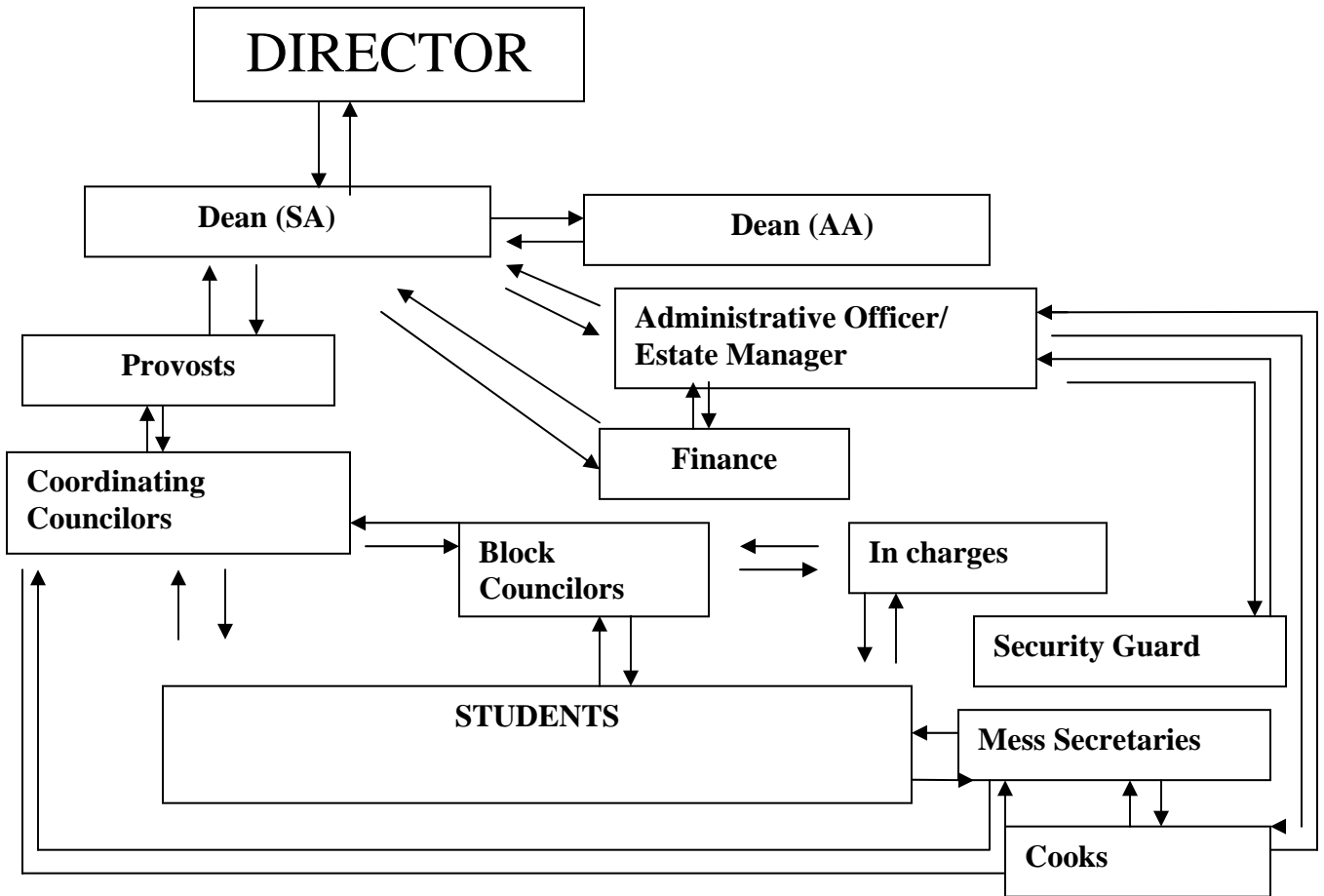
Ladies Hostel	No. of Rooms	Accommodation for (No. of students)
Main hostel	24 two seater	48
Annex 1	Ten 2-seater	20
Annex 2	Ten 2-seater	20
Annex 3	Ten 2-seater	20
	Total	108

Both main hostels are provided with a common room which has facilities like pantry, TV and indoor sports.

Hostel Management

Management of the hostels is coordinated by the Dean of Student Affairs. The organogram of hostel and mess management is given below:

ORGANOGRAM OF STUDENT AFFAIRS



We expect our hostels to be clean, safe and peaceful where there is an atmosphere of mutual care, respect and friendship.

The following are the basic and minimum rules (courtesies), which should be followed by the residents of the college hostels. Those who find it difficult to comply with them may stay outside and come as day students.

1. Care for the Hostel Rooms and Furniture

- 1.1. After a student takes possession of a room he/she is expected to take care of all furniture and the room. Undue damages caused to any of the hostel facilities will be charged.

- 1.2. No adjustment to the furniture or part of the room may be done. If there is anything wrong it should be brought to the notice of the hostel provosts who will get them fixed for you.
- 1.3. No extra furniture from the classroom or dining hall may be taken to the room without prior information to the Provosts.
- 1.4. No posters or pictures may be stuck on the walls of your rooms with glue. It damages the wall. You may either use cellophane tape or any other adhesive material that does not damage the surface of the wall.
- 1.5. Fans and lights have to be put off when no one is in the room.
- 1.6. Cooking in the rooms is strictly forbidden for reasons of safety and hygiene. There is a pantry attached to your hostels for any private cooking.
- 1.7. The use of heavy electrical appliances in the rooms is discouraged for reasons of safety.
- 1.8. The room along with the furniture has to be handed over to the hostel authority at the end of the semester or year.
- 1.9. The residents of the hostel will take total responsibility for the cleanliness and maintenance of the hostel rooms, including corridors and common room space, toilets and the surroundings. The sweeper will be called only when the toilets are blocked. Students are also encouraged to clean the classrooms and surroundings of academic areas.

2. Stipend & Room Rents

A student admitted to the college is paid a monthly stipend of Nu. 1,500.00 per month, out of which 10% rent is charged to each occupant of the hostels, which goes back to the government.

3. Meals

- 3.1. The following opening and closing timings for breakfast, lunch, evening tea and dinner are to be strictly observed.

Breakfast	-	07.00 to 07.45 AM
Lunch	-	12.00 to 12.50 PM
Evening Tea	-	04.15 to 04.30 PM
Dinner	-	08.00 to 08.50 PM

The meals are served according to the above timings only. Serving counters for the above meal/tea opens and closes strictly according to the above times.

- 3.2. Grace is said for all meals. After about 15 to 20 people are served any person should be able to start the grace. Silence is observed in gratefulness of our good fortune and appreciation of the need to empathize those less fortunate than us.

- 3.3. All are expected to come to the dining hall in gho and kira at all times. It is also expected that table manners are observed to show respect to other friends sitting at the same table. All are expected to be in proper dress whenever you are leaving the campus.
- 3.4. Food is not served or kept for the absentees for any meals. However, food can be taken to the hostels for the sick who cannot come to the dining hall with prior permission from the respective supervisors. The food for the sick may only be taken in their personal containers or utensils. The person who takes the food has to inform the person on mess duty.
- 3.5. A sum of Nu.700/- per person per month is deducted towards food costs. This may be reviewed, if necessary, from time to time. A few lecturers and selected councillors chaired by the Dean (Student Affairs) constitute the Mess Management Committee. This committee appoints three Mess Secretaries class wise (two men and one woman) from amongst the student body who run the mess for a month. A new batch of mess secretaries is appointed every month.
- 3.6. The College will provide eating utensils and the students may not bring anything to the dining hall or take eating utensils out of the dining hall. If any one is found to have taken utensils to the hostel, she/he will be made to pay a fine of Nu.50/- which, can go into the fund used for purchase of the lost items during the month.

4. Dress

Residents should be properly dressed in all public areas of the hostels.

5. Parking

Parking within the hostel areas is not allowed except in very special circumstances with prior approval.

6. Room Inspection

The College authority reserves the right to enter and inspect a residence in the interest of health, safety and proper conduct of the students. Entry can be made at any time, whether or not the students are present, and without prior notice to the students.

7. Care and respect for other residents

- 7.1. Both in case of sickness and absences without information the roommates will be responsible to inform the college authorities (councillors/provosts/health secretary). Sick leave forms are available with the provosts. In the past some indisposed residents were left without proper care, as the authorities were not informed.

7.2. Smoking has been proven to be a health hazard not only for those who smoke but also for others who are around him/her. It is strictly prohibited within the campus. The same applies for drinking.

7.3. It is absolutely essential to observe complete silence during the following hours:

*In the morning up-to 6.00 AM
During study time from 6.00 to 7.00 PM
9.30 PM onwards.*

You are expected to refrain from playing radios, tapes or any musical instrument loudly at all times; and particularly during the above “quiet” timings.

8. Drugs

Drugs, if used as prescribed by a recognized medical officer, are essential. Any other means of obtaining and using drugs is considered an offence. A person found using drugs or helping others to consume drugs other than those prescribed for medical treatment is liable to be sent out of the college without explanation. A person, using drugs is punishable with 6 months of imprisonment by law. It is unbecoming for an aspiring teacher to have had trouble with the laws of the land.

9. Guests

Guests are normally not allowed in the hostels. However, if necessity arises:

1. Formal approval from the Dean, Student Affairs will be necessary for accommodating guests in the rooms.
2. The Mess Secretaries should be informed of arrangements of food for the guests.
3. The host resident will be responsible for a nominal payment for the food of his/her guest.

10. Leave

For all outstation leave during weekends and holidays, students must obtain prior approval from the Dean, Student Affairs, and on return, submit a joining report.

11. Check-in Time

The residents of the hostels are expected to be back on campus by 6.00 PM. There will be a roll call at the end of the prayers everyday except Saturdays. Everybody is

expected to be in his or her respective rooms by 9.00 PM. The councillor on duty/Provost will take the attendance.

Roles and Responsibilities of Provost:

The provosts shall be appointed from amongst the faculty members of the college who shall reside in the hostel campus in rent-free accommodation. The provost plays a vital role in maintaining peaceful and coherent atmosphere in the hostel campus at all times. The provost provides pastoral care to all the residents.

The Provost is accountable to the Dean of Student Affairs with regard to matters related to hostel management... The following are the specific responsibilities of the provost:

1. Plan and project the intake of residents.
2. Handing/taking over of rooms and other properties to hostel residents
3. Enforcement of discipline among the residents
4. Maintenance of cleanliness, health and sanitation
5. Implementation of hostel rules and regulations
6. Accountability and management of hostel properties
7. Make special arrangement for disabled and sick residents
8. Delegation of responsibilities to students- in-charge
9. Oversee the quality of food served
10. Refer the residents to counseling services when required

Responsibilities of the Councilors and Deputy Councilors

1. With other councilors, represent the student body of the College by:
 - 1.1. Attending meetings, where student affairs are discussed including mess management.
 - 1.2. Acting as link between the College authorities and the student body.
 - 1.3. Organizing social, cultural, and welfare activities such as receptions, looking after the welfare of the fellow students during sickness, etc,
2. Represent the students of the collaborative group and as a leader of the group, execute group programmes by:

Maintaining the ethos of the collaborative group and protect the image of the College.

Guiding the members during any programmes of the collaborative group or the College.

Encouraging and leading the participation of the members in all programmes.

Supervising and assessing sanitation and hygiene of students in the hostels.

Maintaining the attendance record of the students in the hostels.

Maintaining all the records of co-curricular activities and help in the process of evaluation.

Assisting the college in performing its functions in any way that they are called for.

3. Must exhibit exemplary behavior and be a role model by:

Carrying out the civic responsibilities and demanding other collaborative group members to follow suit.

Protecting the interests of the college at all costs while taking full advantage of its facilities.

Being a pro-active member of the college in following its rules and a citizen of the country in abiding by her laws.

4. Support the management in conducting daily activities of the College.

SEMSO

1. *Semso* is a humanitarian scheme which will be extended when any of the direct parents of a student passes away. The scheme does not cover the demise of siblings and other relatives. It will also be extended when a student passes away.
2. A collection of Nu. 25.00 will be made from each student. The *Semso* in-charge will have *semso* money in hand whenever required.
3. At the time of death of a student's parent, Nu. 8000.00 will be extended as *semso*. On the death of a student, a special collection will be made. In this case the amount will be as per the wish of the students. The amount collected will be remitted to parents/guardians of the deceased.
4. Payment of *semso* will be made in consultation with the Dean of Student Affairs and coordinating councilor.
5. The account will be verified at the end of every year.
6. *Semso* money will not be diverted for any other purposes.

Annexure G

COLLEGE AWARDS OF EXCELLENCE

The Samtse College of Education has a well conceived tradition of presenting awards, prizes, certificates of merit and certificates of appreciation to those of its graduating students who have achieved high standards of excellence in various fields of learning - academic and non-academic. The Awards Document describes the following:

1. Background of the awards
2. Criteria for nominating and selecting the candidates for the prizes/certificates.
3. Rules and procedures for nominating and selecting the candidates for the prizes and certificates.

The purpose of the document is to serve as the guiding principles for making judgments and decisions regarding the awards and nominations.

Equally important, the document presents brief information on those persons who had conceived and generously contributed towards the college's numerous awards.

Academic awards

1. Peter Hart and J.C. Goyal prize for Academic Proficiency (B. Ed Secondary Arts)

This prize is named after Mr. Peter Hart and Dr. J.C. Goyal. Peter Hart was from the UK and came to NIE Samtse as a UNESCO consultant for humanities in the late 1980's. He played a key role in developing the English curriculum of the B. Ed Secondary programme of the college. Dr. J.C. Goyal was a reader at the NCERT, Delhi (India) and came to NIE Samtse on deputation in 1983 and worked for the next two years. He was the first head of the B. Ed Secondary programme. The prize money that they donated recognizes a graduating B.Ed Secondary Arts student for his/her proven academic proficiency. The nomination for this prize will be based on the following criteria:

- 1.1. That the student has obtained the highest aggregate marks in the assessed courses in the past four semesters of study for which the prize is being given.
- 1.2. That the student has not received a re-sit/re-do/repeat/re-assess in any of the assessed courses during the past 4 semesters of study.

2. F.L. Gorospe prize for Academic Proficiency (B.Ed Secondary Science)

This prize is named after Dr. F.L. Gorospe, a lady from the Philippines who came to NIE Samtse as a consultant for Maths in 1985. She played a key role in developing

the maths curriculum of the college's B.Ed programme. Miss C.K. Gurung, a retired principal of the college, remembers her as a "big hearted" lady who was known not only for her academic knowledge and expertise but also for her deep human qualities and generosity. The bright chandeliers that hang from the ceiling of the top foyer in the main academic building were brought by her from the Philippines. Dr. Gorospe visited Bhutan a couple of times in the subsequent years to conduct maths workshops for Bhutanese teachers. She also developed a mathematics resource book for primary teachers. The prize money that she donated recognizes a graduating B.Ed Secondary science student for his/her proven academic proficiency. The nomination for this prize will be based on the following criteria:

- 2.1. That the student has obtained the highest aggregate marks in the assessed courses in the past four semesters of study for which the prize is being given.
- 2.2. That the student has not received a re-sit/re-do/repeat/re-assess in any of the assessed courses during the past 4 semesters of study.

3. Hiramath prize for Academic Proficiency (B.Ed Primary)

This prize is named after Mr. Hiramath, the ambassador of India to Bhutan in the late 1970's. It was during his visit to Samtse sometime in 1978 that he donated Nu. 1000 to be used for buying a prize for a student who excelled academically. The interest accruals from the money would be used for the prize in successive years. It is interesting to note that many persons who instituted a prize subsequently were inspired by the ambassador's generosity and wisdom. Until then there were no formal awards instituted at TTI. The nomination for this prize will be based on the following criteria:

- 3.1. That the student has obtained the highest aggregate marks in the assessed courses in the past four semesters of study for which the prize is being given.
- 3.2. That the student has not received a re-sit/re-do/repeat/re-assess in any of the assessed courses during the past 4 semesters of study.

4. College prize for Academic Proficiency – PgDE Arts

This prize is funded by the college and recognizes a graduating PgDE Arts student for his/her proven academic proficiency. The nomination for the prize will be based on the following criteria:

- 4.1. That the student has obtained the highest aggregate marks in the assessed courses in the first semester of study for which the prize is being given.
- 4.2. That the student has not received a re-sit/re-do/repeat/re-assess in any of the assessed courses during the past 4 semesters of study.

5. College prize for Academic Proficiency – PgDE Science

This prize is funded by the college and recognizes a graduating PgDE Science student for his/her proven academic proficiency. The nomination for the prize will be based on the following criteria:

- 5.1. That the student has obtained the highest aggregate marks in the assessed courses in the first semester of study for which the prize is being given.
- 5.2. That the student has not received a re-sit/re-do/repeat/re-assess in any of the assessed courses in the first semester of study.

6. V.K. Khandaswamy prize for Mathematics

This prize is named after Mr. V.K.Khandaswamy, a gentleman from Sri Lanka who came to TTI as a UNESCO consultant for maths some time in 1978 and worked in the college for the next two years. The prize money that he donated recognizes a graduating student for his/her proven excellence in maths. The nomination for this prize will be based on the following criteria:

- 6.1. That the student has obtained the highest aggregate marks in the specializing subject in the past 4 semesters of study for which the prize is being given.
- 6.2. That the student has not received a re-sit/re-do/repeat/re-assess in the particular specializing subject for which the prize is being given.

7. E. Prabhakar & T.N. Davis Prize for English

This prize is named after Mr. Erick Prabhakar and Dr. T.N. Davis. Mr. Erick Prabhakar was the Head of the Asia Division of the UNESCO headquarters in Paris. He came to TTI in 1981 as the UNESCO representative in the team of experts that reviewed the primary teacher education development project at Samtse. Dr. T.N. Davis was the Dean of the College of Education of the University of London, UK. He came to TTI in the same year as Mr. Prabhakar and was the UNDP expert in the review team mentioned above. Both Dr. T.N.Davis and Mr. Prabhakar were very supportive of TTI's plans to introduce a B.Ed secondary programme. Dr. Davis played a key role in sending professors from the London University College of Education as external moderators and examiners for NIE's B.Ed programme, which practice continued until the college developed its own capacity to sustain the programme. The prize money that they donated recognizes a graduating B.Ed student for his/her proven excellence in English. The nomination for this prize will be based on the following criteria:

- 7.1. That the student has obtained the highest aggregate marks in the specializing subject in the past 4 semesters of study for which the prize is being given.
- 7.2. That the student has not received a re-sit/re-do/repeat/re-assess in the particular specializing subject for which the prize is being given.

8. S.C. Oswin prize for Biology

This prize is named after Mr. Sam Christopher Oswin, a gentleman from the Indian state of Tamil Nadu who taught biology and professional development courses at NIE Samste from 1996 to 2004. The prize money that he donated recognizes a graduating B.Ed student for his/her proven excellence in biology. The nomination for this prize will be based on the following criteria:

- 8.1. That the student has obtained the highest aggregate marks in the specializing subject in the past 4 semesters of study for which the prize is being given.
- 8.2. That the student has not received a re-sit/re-do/repeat/re-assess in the particular specializing subject for which the prize is being given

9. F.L. Gorospe and M. Brophy prize for Teaching Practice (B.Ed Secondary Arts)

This prize is named after Dr. F.L.Gorospe and Mr. Michael Brophy. Michael Brophy was from the UK and came to NIE Samtse as a consultant for science in 1985. He played a key role in developing the science curriculum of the B.Ed programme which the college had launched the previous year. Dr. Gorospe, a lady from the Philippines, came to NIE Samtse as a consultant for Maths in the same year as Mr. Brophy. She played a key role in developing the mats curriculum of the college's B.Ed programme. Miss C.K.Gurung, a retired principal of the college, remembers her as a "big hearted" lady who was known not only for her academic knowledge and expertise but also for her deep human qualities and generosity. The bright chandeliers that hang from the ceiling of the top foyer in the main academic building were brought by her from the Philippines. Dr. Gorospe visited Bhutan a couple of times in the subsequent years to conduct maths workshops for Bhutanese teachers. She also developed a mathematics resource book for primary teachers. The prize money that she donated recognizes a graduating B.Ed Secondary science student for his/her academic proficiency. The nomination for the prize will be based on the following criteria:

- 9.1. That the student has obtained the highest total mark in practice teaching (which comprise marks for Lesson planning, application of teaching skills, pre and post conferencing, and reflection).

10. College Prize for Teaching Practice – B.Ed Secondary Science

This prize is funded by the college and is given to a graduating B.Ed secondary science student for his/her proven excellence in teaching practice. The nomination for the prize will be based on the following criteria:

- 10.1. That the student has obtained the highest total mark (above 86%) in practice teaching (which comprise marks for lesson planning, application of teaching skills, pre and post conferencing, and reflection as indicated in the teaching practice evaluation form).

11. Dr. T.N. Davis prize for Teaching Practice (B.Ed Primary)

This prize is named after Dr. T.N.Davis. Dr. T.N.Davis was the Dean of the College of Education of the University of London, UK. He came to TTI in 1981 as as UNDP

consultant in the team of experts that reviewed the primary teacher education development project at TTI. Dr. Davis was very supportive of TTI's plans to introduce a B.Ed secondary programme. In the subsequent years he played a key role in providing for a system which enabled professors from the London University College of Education come to NIE as external moderators and examiners for its B.Ed programme. The practice continued until the college developed its own capacity to sustain the programme. The prize money that he donated recognizes a graduating B.Ed Primary student for his/her proven excellence in teaching practice. The nomination for the prize will be based on the following criteria:

- 11.1. That the student has obtained the highest total mark (above 86%) in practice teaching (which comprise marks for lesson planning, application of teaching skills, pre and post conferencing, and reflection as indicated in the teaching practice evaluation form)

12. College prize for Teaching Practice – PgDE

This prize is funded by the college and is given to a graduating PgDE student for his/her proven excellence in teaching practice. The nomination for the prize will be based on the following criteria:

- 12.1. That the student has obtained the highest total mark (86%) in practice teaching (which comprise marks for Lesson planning, application of teaching skills, pre and post conferencing, and reflection as indicated in the teaching practice evaluation form).

13. College prize for best TP reflection – PGCE

This prize is funded by the college and is given to a graduating PGCE for his/her proven excellence in writing a reflective paper on the experience of teaching practice. The nomination for the prize will be based on the following criteria:

- 13.1. That the student has obtained the highest total mark in writing a reflection.

14. College prize for best Teaching Practice Reflection (B.Ed)

This prize is funded by the college and is given to a graduating B.Ed student for his/her proven excellence in writing a reflective paper on the experience of teaching practice. The nomination for the prize will be based on the following criteria:

- 14.1. That the student has obtained the highest total mark in writing a reflection.

General awards

1. Ms. C.K. Gurung award for the best student

This prize is named after Miss C.K.Gurung, the first Bhutanese woman to be appointed principal of TTI in 1976. She continued in the position till her retirement in 1992. As a principal, Miss Gurung was known for her kind and compassionate approach towards people she worked with, her clear-headedness, strict sense of punctuality and her ability to listen. In fact, she would say, “We teachers should be observant and we should listen so that we know how the students are feeling”. This is the college’s most prestigious non-academic award given to a graduating student. Nominations for this award will be based on the following criteria.

1.1. Personality

- 1.1.1. Has pleasant manners and appearance, which are in accordance with standards of social propriety.
- 1.1.2. Has shown positive attitude towards his/her own learning and that of others in particular, and towards education in general.
- 1.1.3. Is reasonable, intelligent and imaginative in matters concerning self and others.
- 1.1.4. Communicates well in English (spoken and written) with high level proficiency in English and/or Dzongkha.
- 1.1.5. Demonstrates emotional maturity, discipline and self-control, and has a sense of humour.
- 1.1.6. Is generally well-informed on current affairs.

1.2. Academic ability

- 1.2.1. Has demonstrated consistent ability in academic study and has shown keen interest in books and learning in general.
- 1.2.2. Has demonstrated the ability to teach effectively and with interest, enthusiasm and creativity during teaching practice and micro lessons.

1.3. Social ability

- 1.3.1. Has generally been seen as a model student by the faculty and the students.
- 1.3.2. Has maintained a positive relation with fellow students, the faculty, and the community in general.

- 1.3.3. Has, in formal and informal situations, demonstrated the ability to lead and motivate groups in tasks of general interest.

1.4. Ability in cultural matters and other areas

- 1.4.1. Has participated in cultural activities with enthusiasm and interest.
- 1.4.2. Has shown keen interest and willingly participated in games and sports and activities related to health and fitness.
- 1.4.3. Has shown interest in the dignity of labour and participated actively in activities related to agriculture, environment, cleanliness, sanitation and hygiene.

2. College prize for valuable contribution

This prize is funded by the college and is given to a graduating student who has done something that is generally recognized by the students and faculty as valuable contribution to the life of the college. In case no single student qualifies for the prize, the selection committee may also see if a valuable contribution made by a group of students or even a whole class merits the prize. Nominations for this prize will be based on the following criteria:

- 2.1. Has done something outstanding for the welfare of the college.
- 2.2. Has consistently and exceptionally performed the assigned responsibility for the welfare of the college.
- 2.3. Has done something good to promote the name and reputation of the college by obtaining special prizes, certificates, etc. in some field.
- 2.4. Has been a good role model for others in creating awareness and promoting the values of the college in academic and co-curricular activities and social work.
- 2.5. Has contributed something new to the college by way of new creative ideas invention, etc.

3. College prize for innovation and creativity

A student nominated for this prize should have produced a creative work – such as literary creations (fictive and non-fictive writing), teaching-learning materials like models, apparatuses, instruments and equipments, rare photographs, audio-visual materials, games and sports kit, etc. In case no single student qualifies for the prize, the selection committee may also see if the creative and innovative work done by a group of students or even a whole class merits the prize. The nominations for this prize will be based on the following criteria:

- 3.1. The work shows novelty

- 3.2. The work shows originality
- 3.3. The work is a result of creativity and imagination
- 3.4. The work shows the art of improvisation
- 3.5. The work is something that is generally recognized as useful and has already benefited or is capable of benefiting the life of the immediate or larger community for which it is intended.

4. Roby Kidd prize for the best animator

This prize is named after Mr. Roby Kidd. The name remains a mystery and an enigma to the college because his identity is not known by us except by the person who donated the money to college for a prize in Roby Kidd's name. The donor was Dr. R.K. Singh, a gentleman from India who came to NIE Samtse as a UNESCO consultant for non-formal education. Dr. Singh never revealed who Roby Kidd was. The prize money that he donated recognizes a graduating student for his/her special abilities to make social life positive, refreshing, stimulating, and motivating for those in the community. Nominations for this prize will be based on the following criteria:

- 4.1. That the student is socially responsible:
 - 4.1.1. Initiates socially productive work/programmes
 - 4.1.2. Takes active part in team/group activities
 - 4.1.3. Participates actively in community programs/services
 - 4.1.4. Takes good care of public/community property
 - 4.1.5. Has a positive attitude towards social work and community service
- 4.2. That the student has shown exceptionally high work ethics:
 - 4.2.1. Completes what is begun
 - 4.2.2. Shows perseverance when engaged in extensive service/efforts
 - 4.2.3. Usually completes tasks within specified timeframe
 - 4.2.4. Very punctual
 - 4.2.5. Honest and does not resort to unfair means
 - 4.2.6. Studious/hardworking
- 4.3. That the student is popular among fellow students and has shown positive attitudes:
 - 4.3.1. Popular with his/her students
 - 4.3.2. Popular with his/her colleagues/fellow students

4.3.3. Popular with faculty and the college staff

4.3.4. Popular with other community members

4.4. That the student is academically sound:

4.4.1. Is a first division student

4.5. That the student has shown leadership qualities:

4.5.1. Has led community programmes/services

4.5.2. Has led teams, clubs, houses, groups, etc.

5. BBPL prize for best sportswoman

This prize is sponsored by the Bhutan Board Products Limited (BBPL), a popular Bhutanese firm based in Tala (Chukha) engaged in the manufacture of plain and pre-laminated particle board used for ceiling tiles, paneling, portioning, flooring, etc., and ready-to-assemble furniture for home and office use. The BBPL is also a regular subscriber to *Rig-Gter*, the college annual magazine.

The prize money donated by BBPL recognizes a graduating female student for her excellence in sports.

A student nominated for the BBPL prize for the best sportswoman should:

5.1. Demonstrate competencies in various skills (locomotor, non-locomotor and manipulative skills)

5.2. Demonstrate proficiency in games and sports

5.3. Know rules and strategies of games and sports commonly played in Bhutan and demonstrate the spirit of sportsmanship.

5.4. Exhibit excellence in games and sports (at least in some)

5.5. Respect and value games and sports

5.6. Exhibit social values inherent in games and sports (such as cooperation, commitment, leadership and courtesy); affective values (such as appropriate outfits, language, courage, motivation; moral values (such as respect for the right of others, compassion and justice in the arena of sports; and aesthetic values such as playfulness and gracefulness).

5.7. Socially responsible for outdoor and indoor activities.

5.8. Appreciate responsibilities entrusted

- 5.9. Regularly participates in games and sports
- 5.10. Be a role model in games and sports
- 5.11. Be physically fit and active
- 5.12. Demonstrate physically active and healthy lifestyle
- 5.13. Academically sound (not necessarily excellent)

6. College prize for the best performing artist

This prize is funded by the college and is given to a graduating student who has excelled in the field of performing arts and has already contributed or has the potential to contribute to the performing arts. Nominations for prize will be based on the following criteria:

- 6.1. Plays musical instruments
- 6.2. Has a good singing voice
- 6.3. Can sing and dance both Rig-sar (modern) and/or Zhungdra, Boedra, and perform masked dances, skits and plays.
- 6.4. Has initiated new programmes in performing arts that benefited the college
- 6.5. Is generally known by students and faculty as positive role model in the performing arts.
- 6.6. Generally has a good knowledge of the various art forms.

7. College prize for the best speaker

This prize is funded by the college and is given to a graduating student who has excelled in the art of effective speaking. Nominations for this prize will be based on the following criteria:

- 7.1. Has impressed the students and the faculty with thought-provoking speeches.
- 7.2. Has demonstrated the ability to speak in Dzongkha/English with fluency, clarity, purpose, good reasoning, effective examples and illustrations.
- 7.3. Has demonstrated the ability to convince the audience with forcefulness and persuasiveness of arguments.
- 7.4. Has consistently spoken with confidence, composure and pleasant manners.
- 7.5. Has participated willingly in literary contests such as debates, extempore speeches, quizzes, seminars, seminars during his/her stay in the college.

8. Shankar Narayan prize for art and craft

This prize is named after Mr. Shankar Narayan, a gentleman from the NCERT, Delhi (India). He came to TTI in the late 1970's as a UNESCO consultant for the college's audio-visual programme. The prize money that he donated recognizes a graduating B.Ed student for his/her excellence in art and craft. The nominations for this prize will be based on the following criteria:

- 8.1. The student has a keen sense of appreciation for and interest in art and craft
- 8.2. The student has demonstrated the ability to produce skillful art works
- 8.3. The student has demonstrated high degree of creativity in art and craft
- 8.4. The student's skillful art works have contributed to the welfare of the college.

9. Shrimati Sushila Devi prize for the best class in SUPW

This prize is named after late Shrimati Sushila Devi. The prize money was donated by Mr. G.R.Mohan, her son, who is a lecturer of biology at NIE Samtse. The prize was instituted in fond memory of his late mother who was a great admirer of the natural environment of Bhutan, especially her lush greenery, the clean water, the unpolluted air, and its special aura of spirituality. His late mother's mental and spiritual association with the special Bhutanese environment inspired Mr. Mohan to donate the money for the prize. Nominations for this prize will be based on the following criteria:

- 9.1. That the class has demonstrated excellence in socially useful productive work carried out during the year.
- 9.2. That the class has obtained the highest mark in socially useful productive work carried out during the year.

10. College prize for the champion house

This college prize for the champion house is given to the house that has acquired the highest number of points from three categories of competitions held during the year: cultural (25 points), games & sports (25 points), literary activities (25 points), and members' academic performance from the last spring semester (25 points). The house with the highest points receives the prize for the champion house of the year.

Certificates of Merit

Merit certificates may be given to a graduating student who, in the knowledge of the selection committee, is a close contestant to the award winner. Awarding a merit certificate pertains to all categories of prizes except in case of prizes that are given either to a class or a house as a whole.

Certificates of Appreciation

- Councilors

- Deputy councilors
- Club secretaries
- Prayer captains
- Umzey (Chant master)
- Members of the Literary Committee
- Student in charge of health facilities, men and women
- Student custodian for sports
- Student responsible for the college sound system management
- Student in charge of water management in the hostels
- Members of *Kalapinka*
- Student coordinators for special cultural events

Procedures of Nomination

The process of nominating students for the various prizes and certificates of merit and appreciation is carried out in a systematic and professional manner. This is done to ensure objectivity and soundness of judgment and decision regarding the nominations and final selection of the awardees. The nominations go through the following procedures:

- The Director/Dean of Academic Affairs prepares a list of the awards for the graduating classes and directs the various committees for the awards to prepare nominations for the awards assigned to them a good length of time before the awards function.
- The various committees for the awards refer to the awards document and apply the criteria of nomination to select the most deserving candidates.
- The committees prepare a tentative list of the awardees.
- The Director/Dean of Academic Affairs convenes a *Nomination Meeting* in which each of the committees presents their tentative list of awardees.
- The meeting discusses the appropriateness of the nominations and makes a final selection of the award winners.
- In case of disagreements concerning the suitability of a nomination, the chairperson of the Nomination Meeting will make a final decision based on majority view in favour of the nomination. A majority in this case is a 2/3rd of the house.

PLAGIARISM DECLARATION FORM

This form must be completed, signed and appended to each assignment you submit for marking in any form (Print or electronically).

Student Name: _____

Student Number: _____

Module No. & Title: _____

Assignment No. & Title: _____

Submission Date: _____

Section H2 of the Royal University of Bhutan's *Wheel of Academic Law* provides the following definition of academic dishonesty:

“Academic dishonesty may be defined as any attempt by a student to gain an unfair advantage in any assessment. It may be demonstrated by one of the following:

- **Collusion:** the representation of a piece of unauthorized group work as the work of a single candidate.
- **Commissioning:** submitting an assignment done by another person as the student's own work.
- **Duplication:** the inclusion in coursework of material identical or substantially similar to material which has already been submitted for any other assessment within the University.
- **False declaration:** making a false declaration in order to receive special consideration by an Examination Board or to obtain extensions to deadlines or exemption from work.
- **Falsification of data:** presentation of data in laboratory reports, projects, etc., based on work purported to have been carried out by the student, which have been invented, altered or copied by the student.
- **Plagiarism:** the unacknowledged use of another's work as if it were one's own.

Examples are:

- verbatim copying of another's work without acknowledgement
- paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement
- ideas or intellectual data in any form presented as one's own without acknowledging the source(s)
- making significant use of unattributed digital images such as graphs, tables, photographs, etc. taken from test books, articles, films, plays, handouts, internet, or any other source, whether published or unpublished
- submission of a piece of work which has previously been assessed for a different award or module or at a different institution as if it were new work
- use of any material without prior permission of copyright from appropriate authority or owner of the materials used”

Student Declaration

I confirm that I have read and understood the above definitions of academic dishonesty. I declare that I have not committed any academic dishonesty when completing the attached piece of work.

Student's Signature: _____

Date of signing:

College Calendar For 2009 Academic Session

January 2009

1. Thu University sports meet end	17.Sat DE Residential School end for ALL
2. Fri Traditional Day of Offering	18. Sun Participants Leave Samtse
3. Sat Registration of new DE candidates Briefing to new candidates	19. Mon Wrap-up meeting for DE module tutors
4. Sun In-service candidates of Year II and Year III will reach Samtse by evening	20. Tue
5. Mon DE Residential School begin for ALL	21. Wed
6. Tue	22. Thu
7. Wed	23. Fri
8.Thu	24. Sat
9. Fri	25. Sun
10.Sat	26. Mon
11.Sun	27. Tue
12. Mon	28. Wed B.Ed Primary Writer's Workshop begins
13.Tue	29. Thu
14. Wed	30. Fri
15.Thu	31. Sat B.Ed Primary Writer's Workshop ends
16.Fri	

February 2009

	15. Sun	Students Report after Winter break
1. Sun	16. Mon	Registration of new students Mass Cleaning by B.Ed2&3
2. Mon	17. Tue	Classes begin for B.Ed2&3 Orientation to new students begins Convocation at PCE
3. Tue	18. Wed	Orientation to new students ends Division of students into CG Moderation of re-sit Q papers
4. Wed	19. Thu	Regular Classes for B.Ed1&PgDE begin Election of CG councilors
5. Thu.	20. Fri	Re-sit exam Welcome Dinner
6.Fri.	21.Sat	Birth Anniversary of fifth Druk Gyalpo
7. Sat	22.Sun	Birth Anniversary of fifth Druk Gyalpo
8. Sun	23. Mon	Birth Anniversary of fifth Druk Gyalpo
9. Mon	24.Tue	Semester planning begins SMT meeting
10. Tue	25. Wed	Planning meeting at 9.00 A.M LOSAR
11. Wed	26. Thu	Planning meeting at 9.00 A.M LOSAR
12. Thu.	27. Fri	Declaration of re-sit results
13. Fri	28. Sat	Election of CG Dy. Councilors Club formation
14. Sat		

March 2009

1. Sun	17. Tue Orientation for 4yr. Students begin
2. Mon	18. Wed Orientation for 4yr. Students end
3. Tue	19. Thu Regular classes for 4yr. students Initiation Ceremony
4. Wed	20. Fri
5. Thu	21. Sat
6. Fri	22. Sun
7. Sat	23. Mon
8. Sun	24. Tue
9. Mon	25. Wed
10. Tue	26. Thu
11. Wed	27. Fri
12. Thu	28. Sat College Marathon
13. Fri	29. Sun Phase 1 SLs on TP supervision
14. Sat SDP on Teaching & Learning	30. Mon
15. Sun B.Ed 4 year students report	31. Tue
16. Mon Registration of 4yr. students	

April 2009

1. Wed	17. Fri
2. Thu	18. Sat
3. Fri	19. Sun Phase 1 SLs return to College
4. Sat Literary Activity	20. Mon
5. Sun	21. Tue
6. Mon	22. Wed
7. Tue	23. Thu
8. Wed	24. Fri
9. Thu	25. Sat SDP Preparation & typing of Q Paper ends Literary Activity
10. Fri	26. Sun
11. Sat SDP on Teaching Skills	27. Mon
12. Sun	28. Tue
13. Mon Preparation & typing of Q paper begins	29. Wed Moderation of Question papers
14. Tue	30. Thu Moderation of Question papers
15. Wed	
16. Thu	

May 2009

1. Fri	17. Sun
2. Sat Birth Anniversary of Third Druk Gyalpo, Teacher's Day	18. Mon Display of exam T.T
3. Sun Phase 2 SLs on TP supervision	19. Tue
4. Mon Zhabdrung Kuchoe	20. Wed
5. Tue Proof reading of Q papers begin	21. Thu
6. Wed	22. Fri
7. Thu Proof reading of Q papers end	23. Sat Literary Activity
8. Fri	24. Sun Phase 2 SLs return to College
9. Sat CG Show 1, SDP on Place based education	25. Mon
10. Sun	26. Tue
11. Mon	27. Wed
12. Tue	28. Thu
13. Wed	29. Fri. Foundation Day
14. Thu	30 Sat
15. Fri	31 Sun
15. Sat CG Show 2 16.	

June 2009

1. Mon Deadline for submission of course Work, Science practical exam starts	17. Wed
2. Tue	18. Thu
3. Wed	19. Fri
4. Thu Submission of Attendance Report	20. Sat
5. Fri Science Practical Exam ends Last day of Teaching Registration of candidates for semester exam Exam rule briefing	21. Sun
6. Sat 38 th Academic Committee Meeting	22. Mon
7. Sun Lord Buddha's Parinirvana	23. Tue Moderation of elective course work & answer scripts
8. Mon Exam for all begins	24. Wed Moderation of professional & personal studies course work & answer scripts
9. Tue	25. Thu Submission of marks to class advisers by 9.30A.M, Preparation of results
10. Wed	26. Fri Verification of Results
11. Thu	27. Sat 39 th PBEM
12. Fri	28. Sun Lecturers on semester break
13. Sat Exam for all ends	29. Mon Declaration of Results
14. Sun Students on semester break	30. Tue DE Planning begins
15. Mon	
17. Tue 18.	

July 2009

1. Wed	17. Fri
2. Thu Birth Anniversary of Guru Rimpoché DE students report for RS	18. Sat
3. Fri Summer RS starts	19. Sun
4. Sat	20. Mon
5. Sun	21. Tue
6. Mon	22. Wed
7. Tue	23. Thu
8. Wed	24. Fri DE module development ends
9. Thu	25. Sat First Sermon of Lord Buddha
10. Fri	26. Sun
11. Sat	27. Mon Review & Planning Meeting at 9 A.M Re-sit students report to the College
12. Sun	28. Tue Review & Planning Meeting at 9 A.M
13. Mon Summer RS ends, DE validation	29. Wed
14. Tue DE Wrap-up meeting,	30. Thu
16. Wed DE module development begins	31. Fri Submission of Re-sit Q papers
16. Thu B.Ed2 Primary students report to TP Schools,	

August 2009

1. Sat	17. Mon
2. Sun Students Report after semester break	18. Tue
3. Mon Regular classes resume	19. Wed
4. Tue Moderation of re-sit Q papers	20. Thu
5. Wed	21. Fri
6. Thu	22. Sat SDP on Test Blue Print
7. Fri	23. Sun
8. Sat Club activities start Deadline for submission of re-assess course work & re-sit exam, Campus Care starts	24. Mon
9. Sun Phase 3 SLs on TP supervision	25. Tue
10. Mon	26. Wed
11. Tue	27. Thu
12. Wed	28. Fri
13. Thu Moderation of re-sit answer scripts & re-do course work	29 Sat Literary Activity
14. Fri	30 Sun Phase 3 SLs return to College
15. Sat Declaration of re-sit/re-do results	31 Mon.
16. Sun	

September 2009

1. Tue.	17. Thu
2. Wed	18. Fri
3. Thu	19. Sat Submission & Typing of Q papers end SDP Feedback Questionnaire
4. Fri	20. Sun
5. Sat	21. Mon
6. Sun	22. Tue. Blessed Rainy Day
7. Mon Submission & Typing of Q papers begin	23. Wed
8. Tue	24. Thu
9. Wed	25. Fri
10. Thu	26 Sat Literary Activity
11. Fri	27 Sun
12. Sat. Literary Activity	28 Mon Dashain
13. Sun	29. Tue
14. Mon	30. Wed
15. Tue	
16. Wed	

October 2009

1. Thu	17. Sat
2. Fri	18. Sun
3. Sat Moderation of elective Q papers	19. Mon
4. Sun Phase 4 SLs on TP supervision	20. Tue
5. Mon. Proof reading of Q Papers	21. Wed
6. Tue	22. Thu
7. Wed	23. Fri
8. Thu	24 Sat SDP
9. Fri	25 Sun Phase 4 SLs return to College
10. Sat Moderation of Prof. & Personal studies Q papers	26 Mon.
11. Sun	27. Tue
12. Mon Proof reading of Q Papers	28. Wed
13. Tue	29. Thu Mind Training for 1 st Year (4 yp)
14. Wed	30. Fri. Mind Training for 1 st Year (4 yp)
15. Thu	31 Sat. SCE Annual Sports Meet
16. Fri	

November 2009

1. Sun	18. Wed.
2. Mon. Display of exam T.T Mind Training for 1 st & 2nd Year (3yp)	19. Thu.
3. Tue Mind Training for 1 st & 2nd Year (3yp)	20. Fri Briefing of exam rules by class advisors, Last Day of Teaching
4. Wed Mind Training for 3rd Year & PgDE	21. Sat Science Practical Exam Ends Academic Committee Meeting

5. Thu Mind Training for 3rd Year & PgDE	22. Sun
6. Fri Coronation of 5 th Druk Gyalpo	23. Mon Examination for all courses begin
7. Sat Mind Training for 3rd Year & PgDE	24. Tue.
8. Sun	25. Wed.
9. Mon Descending day of Lord Buddha End of MT Program	26. Thu
10. Tue	27. Fri
11. Wed Birth Anniversary of Fourth Druk Gyalpo & Constitution Day	28. Sat Examination for all courses end
12. Thu	29. Sun Campus Cleaning
13. Fri	30. Mon Award Nite
14. Sat SDP	
15. Sun	
16. Mon Deadline for submission of course work Science Practical exams starts	
17. Tue. Submission of Attendance Report	

December 2009

1. Tue	17. Thu. National Day
2. Wed	18. Fri. Declaration of Results & fax to RUB

	Lecturers on Semester break
3. Thu	19. Sat.
4. Fri.	20. Sun.
5. Sat.	21. Mon. DE self instructional material finalization workshop begins
6. Sun	22. Tue.
7. Mon	23. Wed.
8. Tue.	24. Thu.
9. Wed. Moderation of subject of specialization	25. Fri.
10. Thu. Moderation of Prof. & Personal studies Submission of marks to Class advisers by 4.00PM	26 Sat. DE self instructional material finalization workshop ends
11. Fri. Preparation & verification of class results	27 Sun.
12. Sat Preparation of consolidated mark sheets	28 Mon. DE & lead teacher Planning
13. Sun	29. Tue
14. Mon. Preparation of consolidated mark sheets	30. Wed
15. Tue. Preparation of consolidated mark sheets	31 Thu
16. Wed. 40 th PBEM	

January 2010

1. Fri.	17. Sun
2. Sat. Registration for new DE	18. Mon wrap up meeting, Planning for PgD in G&C begins
3. Sun DE 2nd & 3rd yr. report	19. Tue
4. Mon Winter RS start	20. Wed PgD Winter RS starts
5. Tue	21. Thu

6. Wed	22. Fri
7. Thu	23. Sat
8. Fri	24. Sun
9. Sat	25. Mon
10. Sun	26. Tue
11. Mon	27. Wed
12. Tue	28. Thu
13. Wed	29. Fri
14. Thu	30. Sat
15. Fri	31. Sun
16. Sat Winter RS ends	

February 2010

	15. Mon. Registration of new students Campus Cleaning by B.Ed2&3
1. Mon.	16. Tue. Classes begin for B.Ed2&3. Orientation to new students begin Re-sit exam
2. Tue.	17. Wed. Orientation to new students ends. Division of students into CGs & clubs.
3. Wed.	18. Thu. Regular Classes for B.Ed1 & PGDE begin Nomination of CG councilors Club formation by students
4. Thu. PgD Winter RS ends	19. Fri.

5.Fri.	20. Sat. Election of CG councilors and Dy. Councilors
6.Sat.	21.Sun. Birth Anniversary of fifth Druk Gyalpo Welcome dinner
7. Sun.	22.Mon. Birth Anniversary of fifth Druk Gyalpo
8. Mon.	23. Tue. Birth Anniversary of fifth Druk Gyalpo
9. Tue	24.Wed.
10.Wed. Review & Planning meeting at 9.00 A.M	25. Thu.
11. Thu Review & Planning meeting at 9.00 A.M	26. Fri.
12. Fri.	27. Sat.
13. Sat. Moderation of re-sit Q papers	28. Sun
14. Sun. Students Report after Winter break	

LIST OF STAFF MEMBERS

1. ACADEMIC STAFF

1. Mr. Kaylzung Tshering	Director
2. Mrs. Deki C. Gyamtso	Dean, Academic Affairs
3. Mr. Nandu Giri	Dean, Student Affairs
4. Mr. N.B. Gajmer	Assistant Professor
5. Mr. Yeshey Dorji	Chief Librarian
6. Mr. G. Ram Mohan	Lecturer
7. Mr. Kezang Wangchuk	Lecturer
8. Mr. N.B. Raika	Sr. Lecturer
9. Mr. Yang Gyeltshen	Lecturer
10. Ms. Sonam Daker	“
11. Mr. Karma Galey	“

12. Mr. Sonam Rinchen	“
13. Mr. T. Vijoy Thomas	Associate Lecturer
14. Mr. Penjor	Lecturer
15. Mrs. Karma Utha	“
16. Mr. Dorji Tshering	“
17. Mrs. Kesang Choden	Associate Lecturer
18. Mr. Harihara Subramonian	Associate Lecturer
19. Mr. Kuenzang Gyeltshen	Lecturer
20. Mr. Dorji Dukpa	Sr. Lecturer
21. Mr. Lungten Wangdi	Lecturer
22. Mrs. Ugyen Pem	“
23. Mr. Tashi Gyeltshen	“
24. Mr. R.S. Tamang	“
25. Mr. Sonam Dorji W	“
26. Mr. Dorji Letho	“
27. Ms. Wangmo	“
28. Mr. Kinzang Dorji	“
29. Mr. D.B. Rai	Sr. Lecturer
30. Ms. Kinley Seden	Lecturer
31. Mrs. Tashi Lhamo	“
32. Mr. Chundi Dorji	“
33. Mr. Rinzin Namgyel	“
34. Mr. Kinley	“
35. Mr. Karma Gayphel	“
36. Mr. K.C. Jose	Associate Lecturer
37. Dr. A. N. Srivastava	Lecturer
38. Ms. Reeta Rai	Associate Lecturer
39. Mr. Ganeshman Gurung	Associate Lecturer
40. Mr. Bal Bahadur Mongar	Associate Lecturer
41. Mr. Sangay Tshering	Assistant Lecturer
42. Mr. Gopi Chettri	Sr. Lecturer
43. Mr. Choeda	Associate Lecturer
44. Mr. Tashi Dendup	Associate Lecturer
45. Mr. Tandin Penjor	Assistant Lecturer
46. Ms. Dechen Choden	Assistant Lecturer
47. Mr. Karma Jurme	Assistant Lecturer
48. Mr. Pema Dukpa	Assistant Lecturer
49. Mr. Lhapchu	Assistant Lecturer
50. Ms. Sonam Wangmo	Assistant Lecturer
51. Mr. Bumpa Tshering	Jr. Instructor II
52. Mr. Kezang Dawa	National Coach II
53. Mr. R.D. Pradhan	Instructor

2. LIBRARY STAFF

54. Mrs. Sangay Dema	Library Assistant
55. Mr. Sangay Dawa	Library Assistant
56. Mr. P.P. Chapagai	Library Assistant

3. TECHNICAL STAFF

57. Mr. Kezang Dorji	Engineer
58. Mrs. Kezang Youden	Asst.Estate Manager
59. Mr. Tenzin Jamtsho	Technician
60. Mr. Sonam Phuntsho	Office Assistant
61. Mr. Damche Dorji	ICT Officer
62. Ms. Dhan Maya Gurung	ICT Technical Associate
63. Mr. Sherab Dorji	Comp.Lab Assistant II

4. ADMINISTRATIVE STAFF

64 Mr. G.S. Sharma	Dy.Chief Adm Officer
65. Mr. K.K.R. Nair	Assistant Accounts Officer
66. Mr. A.K. Dhara	Adm.Asst.(General Office)
67. Mr. Monorath Biswa	Receptionist
68. Mr. Kishor Biswa	Adm.Asst.(DE)
69. Mr. Lekey Dorji	Store Assistant
70. Mr. Bishnulal Pradhan	Lab Assistant
71. Mrs. Lhaki Wangmo	Lab Assistant
72. Ms. Sabita Darjee	Messenger
73. Mr. Chandra Bdr. Gurung	Peon (Press)
74. Mr. Chhimi Rinzin	Technician
75. Ms. Dawa Lhamo	Lab Assistant
76. Ms. Tshering Yangchen	Assistant Accountant

5. SUPPORTING STAFF

77. Mr. Chenla Norbu	Driver
78. Mr. M.K. Raika	Driver
79. Mr. Uttam Chhettri	Driver
80. Mr. Amrit Gurung	Cook
81. Mr. Moni Kumar Gurung	Cook
82. Mr. Layman Gurung	Cook
83 Mr. Singh Raj Gurung	Cook
84. Mr. Chandra Kumar Rai	Cook
85. Mr. Sukman Rai	Cook
86. Mr. Karma Jamtsho	Cook
87. Mr. Pema Wangdi	Cook
88 Mr. Dambar Singh Gurung	Security Guard
89. Mr. Kabiraj Biswa	Gardener
90. Mr. Kiden Lepcha	Plumber
91. Mr. Bhawan Gurung	Dry Sweeper
92 Mr. Rajen Kami	Gardener
93. Mr. Nima Tshering	Security Guard
94. Mr. Bishba Mahali	Wet Sweeper (Temporary)