



# Samtse College of Education Royal University of Bhutan



## STUDENT HANDBOOK 2023 - 2024

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## Welcome Note from the College President to the New Students



Dear Students,

On behalf of the faculty, administrative staff, existing student body, and the family of Samtse College of Education (SCoE), I would like to take this opportunity to extend a warm welcome to this premier teacher education institution. SCoE is deeply honoured and privileged to have you as part of the family of this premier College of Education.

As a College of Education entrusted with the mandate to educate secondary school teachers for the Bhutanese education system, SCoE envisions becoming “***A centre of excellence committed to research and innovation in Education***”– an institution that aspires to be the epicentre of any educational reforms and change. To achieve this institutional vision, you as our students play a critical role. Your academic attainments, drive for learning, conduct and behaviour and everything you do as a student in this College directly contributes to the image and reputation of SCoE. We hope and trust that each one of you will be exemplary in all aspects of life to create a positive image of your own selves and thus add to the prestige of this College.

This is also a befitting time to share the concerns of our Kings, His Majesty the Fourth and Fifth Druk Gyalpos regarding the standard of the Bhutanese education system, quality of teachers, and the conduct of students at all levels of education including you as future teachers. His Majesty the Fourth Druk Gyalpo during his visit to Samtse during the 111th National Day in 2018 stated that the behaviours of the students in schools and educational institutions have deteriorated to a deplorable level and that the students in the colleges of education lack the required drive and passion to become teachers. His Majesty the Fifth Druk Gyalpo has repeatedly shared with school teachers that “*teachers cannot expect to teach what they do not have*” indicating the need of teachers to be a repository of knowledge both in terms of academic content knowledge, conduct and behaviour. Since you are here to be trained and educated as future teachers, it is of utmost importance that each one of you takes these concerns close to your heart and work diligently to be part of the solutions or answers to existing problems in the Bhutanese education system. If you are someone who do not have that required drive and passion to become a teacher, this is the time you can work to help yourself to become an excellent teacher. Now you are part of this College, be prepared to give your BEST because we trust and know that you can be the BEST. Please be warned that the social entertainment places such as *discotheques, karaoke bars* and *liquor shops* breed social misfits such as drunkards, substance abusers and street hooligans. Also beware that any abuse of alcohol or other substances as a student of this College is a breach of RUB student code of conduct and ethics and shall be liable for serious administrative action or termination from the College.

I have my complete faith in the “INNER GOODNESS” and “INNATE POTENTIAL” that each one of you bring to this College. The College will do everything humanly possible to help you UNLOCK your hidden potentials. From your side, we expect you to work with dedication, devotion, and determination to become not only excellent teachers but also good human beings, who are the fountainhead of all positive values. His Majesty the Fifth Druk Gyalpo has rightly said that “*It is not the question of whether we CAN DO or CANNOT but rather the problem of whether we DO or NOT*”. Let us all draw inspiration in these words and start 2019 with all positive energy, fully re-energised to work with added rigour and commitment. Let’s set on a new journey to write a new chapter for your education and for this College.

Lastly, on behalf of the College Management and the family of SCoE, I would like to take this opportunity to wish each one of you a belated LOSAR TASHI DELEK! My most sincere prayers and wishes that the 2019 Earth Female Pig Year bring you added happiness, good health, and a fulfilling academic year.

With warmest wishes!

Rinchen Dorji (PhD)

## 1. OVERVIEW

### 1.1 Brief background of Samtse College of Education

In May 1968, His Late Majesty King Jigme Dorji Wangchuck inaugurated three important institutions in the country. Samtse College of Education then known as Teacher Training Institute (TTI) was one and was inaugurated on 29th of May. Establishment of TTI was the beginning of fruition of His Late Majesty's vision for higher education system in Bhutan. Every year, 29th of May is celebrated as college Foundation Day.

TTI began with a Primary Teaching Certificate Course with an enrollment of 41 students. In 1983, Bachelor of Education (B.Ed.) Secondary Programme was introduced and TTI was renamed as National Institute of Education (NIE). Postgraduate Certificate in Education (PgCE) was launched in 1989. In 1993, the college introduced Bachelor of Education Primary Programme; and beginning 1995 the college began to offer the B. Ed Programme through distance mode as well.

In 2003, with the establishment of Royal University of Bhutan (RUB), NIE became a constituent college of the RUB. In September 2006, the University Council renamed NIE as Samtse College of Education (SCE). Today, SCE has achieved number of developmental milestones in terms of academic programmes, research and linkages and student services.

### 1.2 College Management Structure

The College is headed by the President for the overall source of guidance and inspiration in the everyday functioning of the college. The President is supported by the following three Deans:

- Dean of Academic Affairs (DAA)
- Dean of Research and Industrial Linkages (DRIL)
- Dean of Student Affairs (DSA).

DAA manages all academic related programmes and activities. DRIL manages all research and industrial linkages of the college. DSA manages all student related affairs and student life in the campus.

The administrative functions of the college are overseen by the Assistant Administrative Officer and all construction or maintenance related activities are looked after by the Junior Engineer who is also an estate manager. The College has Finance Officer supported by one accounts officer to manage all financial matters. The Assistant Procurement Officer carries out all college procurements. For the overall management of the college, the College Management Committee (CMC) was instituted, which meets once every fourth night and as deemed necessary. The CMC is the highest decision making body in the College.

### 1.3 Vision Mission Statement and Core Values:

#### *Our vision*

A center of excellence committed to research and innovation in Education

#### *Our Mission: We are committed to*

- Providing teaching and research programmes for secondary and tertiary level education of national and international relevance;
- Providing specialized programmes in contemplative education, counseling and higher education;
- Undertaking high quality research in educational policy, practice and leadership;
- Providing a lead role in training high quality Science and Mathematics teachers for secondary education in Bhutan;
- Conducting trainings and continuous professional development programmes for educational development in Bhutan;
- Generating policy advice and research support to stakeholders in the government and private sectors; and
- Engaging in international research partnerships that shall lead to innovation in education.

#### *Our Core Values*

- Leadership of the self
- Resilience to change and innovation
- Commitment to institutional development
- Individual and institutional Integrity
- Collaborative effort and team work
- Continuous learning and development
- Empathy and care for others

## **1.4 Students Admission and Enrollment**

Students are selected under the following two broad categories:

- a. Government Scholarship
- b. Self-funding

Postgraduates (PgDE) with RCSE are selected under the Government Scholarship. After the seats for Government Scholarships are filled, the remaining students are selected under the Self-Financed category through a short telephone interview still based on the merit ranking

For Master of Education (MEd), MoE will advertise the available slots on government scholarship for the programme. From the list of applications received, MoE will then nominate and shortlist candidates eligible for the programme based on their own published criteria. SCE will advertise the available slots for self-finance student. The College will shortlist candidates based on the programme entry criteria. The shortlisted candidates from both government scholarship as well as self-finance will then sit for the language proficiency test.

## **1.5 Self Funding Fee Regulation**

The general fee structures for both Government and Self Funding students are as prescribed by the RUB policy.

- Self-funding students may pay their tuition fees in two installments.
- The first installment must be paid at the time of registration.
- The second installments must be paid two weeks within the commencement of the next semester. If a student fails to pay the fees on time, the names of the defaulters will be submitted to Dean, Academic Affairs. The defaulters will not be allowed to attend classes and will be marked absent till the fee is paid.
- If any candidate withdraws after registration, the fees paid shall be forfeited except security deposit of Nu. 1000.

## **1.6 Registration and Student Identity Card**

All students, upon registration into the programme will be issued an SCE ID card within two weeks. This card is very important as it serves as evidence of the student's membership in the SCE community.

- Students should carry their SCE ID's with them at all times, as they may be asked to produce on many occasions.
- Loss of card should be reported to the Student Affairs Office and application for issue of a duplicate card to be submitted to the same office.
- A duplicate identity card shall be issued upon paying the required charge within 7 days of application date.

## 2. ACADEMIC INFORMATION

For smooth academic management, college has instituted following Department (Centre is used synonymous to Department):

- Department of Arts and Humanities Education (DAHE)
- Department of STEM Education
- Centre for Innovation in Educational Practice and Research (CIEPR)
- STEM Education Research Centre (STEMERC)

Daily functions and management of all academic programmes are led by different Programme Leaders, with the oversight of DAA.

The SCE academic programme offers a range of both full time and part time courses suitable to teacher education and counselling education. Currently, the college offers following academic programmes:

FULL TIME		
Sl. No	Programme	Duration (Year/Month)
1	Master of Education (Physics, Biology, Chemistry, Mathematics, Geography, and English)	TWO YEARS
2	Postgraduate Diploma in Education (PgDE)	ONE YEAR
3	Postgraduate Diploma in Contemplative Counselling (PgDCCP)	ONE YEAR
4	Bachelor of Education (B.Ed) Secondary	FOUR YEARS
	Postgraduate Certificate in Education (PgCert)	SIX MONTHS

### 2.1 Teaching Learning at SCE:

A college education prepares students to function effectively in the world of work, which in turn calls for many life skills such as working well both individually and as part of a team, thinking critically, working independently, being a life-long learner, etc. Thus, students are required to take responsibility of their own learning at SCE. Faculty guides students, provide them with sources of information, and help them find solutions to problems rather than providing them with ready-made solutions to problems.

Therefore, SCE students are expected to become active learners, looking for information in class, in the library, on the internet and in other sources, and learning how to evaluate it and apply it to everyday problems. Teaching learning at SCE is a mix of lecture, discussions, presentations, projects and field practice, etc.

### 2.2 Mode of Assessment

All courses at SCE have both continuous assessments (CA) and summative assessments. Continuous assessment (CA) occurs during the semester to enable students to gauge their level of learning with feedback from the tutors while there is still time to make necessary adjustments in study practices. Continuous assessment mechanisms commonly used at SCE includes activities such as written assignments, projects, presentations, reflective papers, literature reviews, etc. Summative assessments such as semester end exams (SE), allow tutors to measure what has been learned overall. The weight given to each assessment component is indicated in the specific module work plan made available to students at the beginning of every semester.

### 2.3 RUB Regulations Regarding Progression:

RUB Wheel of Academic Law (WAL) determines assessment, re-assessment and progression practices at SCE. Students are urged to refer the WAL, consult their Programme Leaders, or the DAA if they have questions about the following or related material. The information below is rather detailed. However, it is included here because it is complicated and of vital importance.

### 2.4 Assessment of a module and Progression:

To progress to the next semester, students must not fail in more than 30% of the modules prescribed for that semester (rounded off to the nearest whole number of modules). Otherwise, they are considered semester failures. In such a case, they may repeat that semester in the following year with a junior cohort, either repeating all their modules or only the ones they failed. Over and above the 2 years of extended period of registration on academic grounds, students may be granted an additional year for extenuating circumstances subject to acceptance of the extenuating circumstances by the Programme Board of Examiners.

### 2.5 Requirements for Passing a Module:

To pass each module a student must secure a minimum of 50% overall in the module while at the same time also achieving a minimum of 40% individually in both continuous assessment (CA) and the semester-end examination (SE).

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

Students should note this particular requirement so that there is no confusion. In other words, in order to pass a module a student must achieve all of the following three:

- a. Minimum 50% OVERALL AND
- b. Minimum 40% in SE and
- c. Minimum 40% in CA

Failure to meet all three of these criteria means that the student has failed the module and must sit for re-assessment before or at the commencement of the next semester.

### 2.6 Re-assessment and Repeat of a module

In any re-assessment attempts, the overall marks are capped at 50%. However, in any module repeat attempt during a semester, the new marks for CA and/or SE will apply, replacing the original marks without a cap.

It is important to note that:

- a. A student may be re-assessed in a failed module(s) provided that he or she:
  - has not failed in more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number).
  - shall not be re-assessed in a module more than once.
  - Re-assessments should take place before, or at the commencement of the next semester.
- b. A student shall be eligible to repeat failed module(s) where he or she:
  - has failed in the re-assessment of module(s). In such an event, the student shall meet all assessment requirements of those modules. For students under this category, attendance in lectures is not mandatory.
  - has failed more than 30% of the total number of modules prescribed for that semester. In such an Event, the student shall meet all teaching, learning and assessment requirements of the failed modules. For students under this category, attendance in lectures is mandatory
- c. A student will be given the opportunity to repeat a module when it is offered at the first available instance.



- d. Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.
- e. A student may repeat a failed module any number of times within the normal registration period for completing an award. In the event a student fails a repeated module, he/she will not be eligible for re- assessment.
- f. Any student who has to repeat a module(s) has to pay the tuition fees for each module being repeated.
- g. Any students who fail to complete the course within the normal/prescribed duration have to repeat the course as a self financed student. Such candidate(s) has to bear the tuition fee and stipend.

Any student not able to complete the course within the maximum permissible duration (Course duration plus extended period of two years irrespective of the courses) has to withdraw from the programme and will not be eligible for the award

### 2.7 Request for re-check:

Students wishing to get their semester-end answer booklet re-checked may do so by requesting to Exam Secretary along with a fee of Nu 200 per module within 14 days after the declaration of the result. Such re-checks will be limited to clerical re-additions of the marks on the answer booklet. The fee will be reimbursed in the event of an error resulting in change of marks.

Students can request for re-evaluation of their semester end examination answer scripts. The re-evaluation will be done by a second marker. The average of the two markers marks will be taken as the final score. An administrative fee of Nu. 500 per module (non-refundable) will be levied.

Applying for re-check or re-evaluation after 14th day of the result declaration will not be entertained.

### 2.8 Marks and Levels of Performance

SCE assigns the grades indicated below for various levels of academic achievement:

Judgement of performance	Mark
an outstanding performance	80% and above
very good performance	70 - 79.9%
good performance	60 - 69.9%
satisfactory performance	50 - 59.9%
Fail	49.9% and below

These judgements and the related marks are used in a consistent fashion at all levels of assessment whether it is judging a student's overall performance; a semester's performance; a module mark; or a piece of assessed coursework. This ensures a consistent measure of quality at all stages of a student's performance.

### 2.9 Absence from Examinations:

A student who is absent from an examination due to illness or other cause acceptable to the Board of Examiners or who performs badly for a reason acceptable to them shall be allowed to take the examination and it shall be treated as a first assessment.

### 2.10 Academic Attendance Requirement

As per the University Policy, students need to obtain 90% attendance to enable them to appear for semester end examinations. However, under extenuating circumstances, students need to obtain a minimum of 80% attendance during a semester. The extenuating circumstances includes those long duration leave such as medical leave as advised by medical physicians, official engagements and demise of immediate parents & siblings; this kind of leave has to be supported by relevant medical or other official documents.

- a. Under extenuating circumstances, a student may be allowed to appear semester end examination provided all authentic documents such as medical evidences; official letters and other necessary documents are furnished with a minimum of 80% attendance. Failure to produce any documentary evidences or attendance below 80% shall lead to denial of clause (a) above.
- b. Medical documents such as Out Patient Department (OPD) Forms shall not accepted.
- c. Only the College Academic Committee has the authority to pass the judgment.

### 2.11 Sick Policy

In case of students falling sick in the hostel, the following procedures should be followed:

- *Students, who fall sick due to communicable diseases, should inform the college management or Student Affairs Office at the earliest and undergo quarantine process or remain in the hospital till doctors declare free of the risk.*
- *Missing classes due to minor sicknesses shall not be considered as academic leave. The students have to manage the hospital visits within the 10% provision.*

*For longer duration of treatment at the cost of missing classes, leave has to be sought from the Dean AA through written application (Refer Leave Rules under General Rules and Regulations)*

### 2.12 Academic Dishonesty

The maintenance of fair and honest conduct is an essential part of any assessment system.

Students must behave honestly in their academic work, as in other areas of their lives. The College views any form of academic dishonesty such as cheating or helping others to cheat on any aspect of coursework including exams and other assessments as a serious offence. 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:

- (a) Collusion: the representation of a piece of unauthorized group work as the work of a single candidate.
- (b) Commissioning: submitting an assignment done by another person as the student's own work.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) Plagiarism: the unacknowledged use of another's part of/entire work as if it were one's own.

### 2.13 Penalties for Academic Dishonesty

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

## **2.14 Appeal**

The College Academic Committee (CAC) has the authority to make judgements on a student's ability to gain from continuing on the programme.

Students have the right to appeal the decisions of a Programme Board of Examiners to the University's Academic Appeals Committee. Such appeals will be processed in through the procedures outline in the section A7.5 of the Wheel of Academic Law.

This appeal must be lodged in writing with the Secretary of the Academic Appeals Committee within 14 days of the date of the decision appealed against.

## **3. RESEARCH and INTERNATIONAL OPPORTUNITIES**

### **3.4 International Student Exchange Programmes:**

The college has established linkages with several universities outside Bhutan and has International Student Exchange Programmes specifically with the UCCL, Belgium and Malmo University, Sweden. College also receives other student exchange offers often from the different linkages it has with several universities. SCE students can take advantage of such exchange programmes to visit and/or study a semester in these universities. Similarly, college is encouraging students from international universities to come and study at the SCE.

The college is continuously exploring to establish more student exchange programmes with other universities to provide SCE students with an opportunity for enriching international study and travel experiences.

Typically, participants for such activities are shortlisted based on their academic performances and opportunity is announced through an open process to eligible students, who may then apply to be considered

### **3.1 Research Convention**

Every semester (Spring & Autumn), the college organizes Faculty-Student Research Convention. This is to provide platform to both faculty and students to present their research papers and to instill a value of research based teaching & learning

### **3.2 Education Innovation and Practice (EIP)**

Education Innovation & Practice is a peer reviewed journal published by the College. It is a platform where both faculty and students can publish their research papers. It is published annually. All students are encouraged to do research and publish papers in the journal.

### **3.3 ShesRig PAGES**

ShesRig PAGES is the college newsletter published biannually (Spring & Autumn). Students are the core news research and writing team. This newsletter gives an opportunity for students to collect, research and write news. The college provides basic journalism training for this core team.

## **4. SAFETY and SECURITY**

**SCE is generally a safe place to study and socialize in, nevertheless, it is sensible to take precautions to minimize any risks by staying safe and protecting oneself and personal possessions.**

### **4.1 Security Services**

The College has hired Jachung Security Services (JSS) and they keep vigilance of the campus all round the clock. They provide security to personal life and properties of all SCE members in the campus. Anyone found indulging in unlawful activities are dealt as per the College Regulations, JSS Procedures and National laws.

## 4.2 Safe Drinking Water

The College is situated in one of the most unpredictable climatic regions of the country. Weather gets too hot and humid and at times there are continuous downpours. During hot and humid days, one has to drink plenty of water. Therefore, the College has installed water filter at strategic locations. Students are advised to drink filtered water to avoid falling sick from water borne diseases due to contamination.

Every student is advised to store water for drinking and other purposes because there is a shortage of water in the campus. Students are expected to close water taps when not in use.

## 4.3 Mosquito Bites & Diseases

Since Samtse is hot and humid, mosquito breeding is common. There are high chances of getting sick due to mosquito bites such as Dengue, Malaria and Japanese encephalitis, etc. Therefore, the college advises all students to use mosquito repellents or nets all the time while sleeping and take preventive measures against mosquitoes while outdoors. The College in collaboration with Regional Hospital issues mosquito nets once in five years and all students are to use properly and handover to health club members before going for vacation.

## 4.4 Pet Policy

No pets and animals are permitted in the classrooms, offices, dining hall, canteen, and hostel rooms. This is in the interest of maintaining health and sanitary conditions of all.

If found violating the restriction, he/she shall be reprimanded, seized and handed over to BAFRA.

## 4.5 Lightning and Thunderstorms

As Samtse is located in the sub-tropical region, lightning and thunderstorms are quite common during monsoon. Students are advised to move or remain indoors and stay away from fences, railings and clotheslines when they see lightning flashes and hear thunder.

## 4.6 Other Natural Disasters

The occurrence of natural disasters cannot be predicted. Therefore, the college advises all students to be alert at all times of disasters and take necessary precautions and preventive measure.

Following areas are identified as evacuation site during emergency:

Sl.No.	Evacuation Site	Areas that fall under the given evacuation sites
1.	Site 1: Football ground 1 (Below Main Academic block)	Main Academic Building, Department of Arts and Humanities Education, Education, Book Shop, Store office, Girls Main Hostel, Annex 1, and all the Staff Residences below the football ground.
2.	Site 2: Basketball court (Between women's hostels)	Ladies Hostel : Annex 2 &3, PG (girls) Hostel and RC Residence
3.	Site 3: Lawn Tennis court (Besides auditorium)	Auditorium, Guest House, Staff Residences below the College Guest House
4.	Site 4: Below canteen	Main Boy's Hostel, Dining hall, Canteen, and Lurig Centre.

	(In between Kitchen and Music Centre)	
5.	Site 5: Open space in front of Counselling Department	Counselling Department
6.	Site 6: Open Space in front of Prayer hall	Prayer hall, Mathematics Block, Library and IT
7	Site 7: Football ground 2 (below science lab)	Science department, President's Residence, and Staff Residences below Library
8.	Site 8: Basketball court in front of the men's hostel (Upper block)	Upper block Men's hostel & Ladies hostel and Staff Residences (Upper colony)

## 5. CAMPUS AESTHETICS AND COMMUNITY ENGAGEMENT

It is incredibly important to maintain a clean and green campus to provide staff and students with environment conducive for learning and positive engagement. Maintaining a clean campus is not only conducive to productivity but also helps develop a sense of belongingness and pride among students.

### 5.1 Social works

The Socially Useful Productive Work (SUPW) is one of the weekly social work activities carried out in the college and it is in line towards fulfilling the Sustainable Development Goals. Each class is allotted with a specific area to maintain aesthetics of the area every Saturday. Different areas will be assessed by the members of the Student Wellbeing Committee.

SUPW is compulsory for all students except students with injuries or implications as a result of physical health will be exempted from SUPW as prescribed by medical doctor. The formal exemption letter is issued by the DSA upon verification of the medical documents.

### 5.2 Volunteerism

The College strongly believes in the idea of dignity of labour and promotes spirits of volunteerism among both staff and students alike. Students are expected to come forward as and when the College organizes any campus aesthetics and social works within college and beyond. All voluntary services are recorded and referred during the assessment of students' character certificates.

### 5.3 Waste Management

Managing waste shall be viewed as one of the forms of education in the campus. The college strictly adheres to "Zero Waste Policy" in the campus.

Students shall make concerted effort to minimize wastes in all areas such as hostels, classrooms, play fields, dining hall, auditorium, laboratories, canteen, library and corridors.

Wastes of all types (e-waste, degradable, non-degradable) shall be collected, disposed, and recycled at all times. Segregation of waste shall happen at the source and students not acting on it shall be reprimanded by the concerned authority.

## 6. STUDENTS WELFARE SUPPORT SERVICES

College provides a number of facilities and services in accordance with the RUB Student Handbook requirements. These facilities are spread across the campus. Students are expected to make use of these facilities in most appropriate ways and means.

### 6.1 Students Wellbeing Committee:

Students Wellbeing Committee is instituted to promote the academic, social, physical and emotional wellbeing of SCE students. The committee is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all SCE members are respected. It is led by the DSA, supported by Resident Managers and faculty representatives to oversee quality delivery of all support services including mess and residence in the campus.

### 6.2 Student Residence



Admission to hostel is a privilege, and not the right. Student opting to occupy a room has to pay 10% of their stipend as room charge irrespective of the stipend amount received and a sum of Nu/-50 (Fifty only) as electricity charge per head per month. The rooms are designed to accommodate a minimum of 2 persons in each room and students are discouraged to stay single. A student wishing to stay single must seek prior permission from Resident Coordinator and Dean of Students and should be willing to pay double the rent. Permission may be granted depending on the availability of the rooms and based on the assessment of the reason by the Hostel Management Committee. Students shall not be allowed to change rooms mutually. Any request for change of room must be routed through the Resident Coordinator. The Hostel Management Committee may exercise discretionary power in special circumstances.

SCE emphasizes on creating an environment that fosters health, safety, civility, decency, as well as personal responsibilities.



### 6.2.1 Residency Regulations

- a. Students who are suspended are not eligible for residency.
- b. Any student who repeats a semester after having failed in previous semester is eligible for residency.
- c. A student who chooses to stay as day-scholar at the time of enrollment is not eligible thereafter.
- d. A student voluntarily forfeiting the residency before completion of study is not eligible for residency thereafter.
- e. A student shall lose a residency facility on serious ethical issues.

### 6.2.2 Resident's Responsibilities

- a. All residents shall maintain decorum at all times. To provide an environment conducive to effective learning for everyone, quiet hours between 8 pm- 6 am must be observed by all students. Specifically, loud music, noise or behaviors likely to distract those students studying or sleeping are strictly not allowed.
- b. Residents should keep their rooms, washrooms, common areas, and surroundings clean and hygienic at all time. The proper disposal of trash is an essential part of this process, both in and around Residential areas. All residents must participate actively in the cleaning works assigned according to their daily cleaning roster.
- c. Environmental and safety considerations lead to the necessity to turnoff all lights, fans when students are not in their rooms and close water taps in the washrooms when not in use.
- d. College does not allow overnight visitors/guests in all the residences, if necessity arises, a student must seek a formal approval from the DSA or Resident Coordinator.

### 6.2.3 Security of Personal Belongings:

Residence security is all students' responsibility, and concerns about this matter underlie much of the Residence code of conduct. Students should lock their doors when they leave their rooms and carry their keys with them, report unescorted visitors, and not give access to unaccompanied guests. The college cannot assume responsibility for articles stolen, lost, or damaged in the students' residences or elsewhere on campus, so ensure to take the precautions necessary to protect your valuables.

### 6.2.4 Room Inspection

The college authority reserves the right to enter and inspect any room in residences by the competent authority such as President, Deans, Resident Coordinators, Councillors and other relevant persons in the interest of health, safety and proper conduct of the residents

### 6.3 Mess & Dining

The college shall endeavor to provide quality food and refreshments addressing all nutritional requirements to all students residing in the student residences. Hygienic practices in preparation, cooking and serving of all foods and others shall be standard practice of the College Mess.



#### 6.3.1 Mess Eligibility, Management & Guidelines

- a. All residents must eat from the common mess unless on serious medical & dietary conditions. Mess shall make arrangements to cater to students with typical dietary restrictions.
- b. Members of the Student Wellbeing Committee will manage the student mess.
  - c. Mess contribution of Nu. 2000 shall be deducted directly from stipend by Accounts Section and paid to suppliers.
  - d. All accounts shall be maintained under the joint signatories of the mess committee members for auditing and verification at any point of time.
  - e. A copy of monthly statement of book of accounts shall be submitted to Dean of Student Affairs (DSA) and Accounts Office for record.

#### 6.3.2 Meal Timing

Students eating meals from the common mess should follow the following mess serving time strictly:

<b>Breakfast</b>	<b>6:30 to 08:00 AM</b>
<b>Lunch</b>	<b>12:00 to 1:40 PM</b>
<b>Dinner</b>	<b>6:30 to 08:00 PM</b>

#### 6.3.3 Food Waste Policy

The college strictly observes the “ZERO WASTE” of food and other refreshments in the Kitchen and dining hall. Anyone found wasting by taking what cannot be eaten is liable for action by the college rules and regulations. Standard procedure is given below:

- a. *Anyone found wasting food shall be warned verbally at the first instance.*
- b. *In second incidence, he/she shall write statement assuring that food will not be wasted.*
- c. *In the third case of food waste, he/she shall be deprived of residentship.*



#### **6.4 Health and Medical Services**

The College has a small health room managed by Student Health Coordinators that provides medical services in times of emergencies and minor ailments. During serious illness, students can seek permission from DAA or DSA. Health in-charge and Resident Managers facilitate the provision of medical and transport services.

#### **6.5 Counselling Services**

The College values students' life at the college to be productive and stress free. Counselling faculties are available in the campus on all working days. The Counselling Service provides free, confidential therapeutic support to students through workshops, groups and individual therapy at the Contemplative Counselling Centre. All students are encouraged to seek counseling on any issues that stresses your life and academic learning.

#### **6.6 Mindfulness Practice**

Contemplative Counselling Centre has a space for mindfulness practice to help students relax their mind in the midst of busy and stressful academic life. Getting to know oneself and one's world through mindfulness practice is viewed as equally important to the study of specific fields of knowledge. The mindfulness practice that the SCE adopts is universal and can be relevant to an individual's life regardless of religious orientation. The practice involves simple technique such as focusing on the breath and simply allowing oneself to be aware of the present moment experience, which also enhances student's attention, self-regulation, productivity, reflective thinking skills and social competencies.

#### **6.7 SCE Library and ICT Services**

The college has well established library equipped with books and various collections of journals, reference books, and resources necessary for all academic subjects. The library has a web based library system where students can check out their own. College offers students at the SCE campus with the opportunity to access the Internet from the computer labs. Access is also available via Wi-Fi across the campus. Library and ICT facilities provide students with an opportunity to enhance students' academic learning experiences during the entire study.

**ICT hours: (Subjected to change as required) Monday  
– Friday 8.30 am – 4.40 pm**

**Library hours: (Subjected to change as required)  
Monday to Friday- 8:30am-8:00pm  
Saturday-2pm-5pm**



### **6.8 Reprographic Facilities**

Reprographic services- photocopying, printing and scanning, etc. are provided in the following two different locations:

- **The main academic infrastructure- open during all class hours**
- **College library – Follows library hours**

### **6.9 Stationery Shop**

Stationery Shop is located in the centre of the academic infrastructure. Besides books from fiction to non-fiction on varying subjects, it also has other necessary materials and stationeries required for teaching learning processes. Students can spend time in the cozy spaces inside the shop reading besides enjoying hot coffee and ice creams on hot days.

**Open from 8:30 AM – 5 PM during weekdays.**

### **6.10 College Canteen**

A College Canteen, located right above the kitchen & dining hall provides all kinds of fast-food prepared with highest hygiene and sanitation in accordance to Bhutan Agro Food Regulatory Authority (BAFRA) standards. Food, soft-drinks and other items are sold at reasonable prices to make it affordable to all students.

## 6.11 Lu-Rig Centre

If music is the food love, the college has a place where students further their interest and love for music. The Lu-Rig Centre has decent collection of traditional musical instrument collections and provide training to interested individuals on both traditional and international music instruments.

## 6.12 Students Welfare Scheme (SWS)

### A. Generation and Use of SWS fund:

Nu. 35 will be deducted from each student's monthly stipend. A proper book of accounts shall be maintained under the joint signatories of the Coordinating Councillor, a member of Student Wellbeing Committee and an accounts officer. The account is verified at the end of every semester and status of SWS presented to the Student Wellbeing Committee.

The money from SWS is not diverted to any other purposes except for the following situations.

#### A.1 Sick Students:

Shall receive benefit from SWF, only if he/ she is admitted to hospital based on medical report.

The following shall be the ceiling for the allocation of benefit.

For 1 or 7 days of hospitalization a maximum of Nu.300.00 only per day shall be granted.

Exceeding more than a week in the hospital or for referrals, parents or guardians will be informed to take care of student's dietary conditions.

#### A.2 Bereavement (Semso)

In the event of the demise of a student's parents, they will be granted a sum of Nu.20000.00 only as Semso. However, semso scheme does not cover the demise of siblings and other relatives.

For the demise of an SCE student, a sum of Nu.20000.00 only shall be extended to parents or immediate guardians as semso.

#### A.3 Student Loan

In times of financial difficulties, students can avail an interest free loan once a semester. Student loan may be granted under a condition of written undertaking of repayment within 2 months with two installments. The maximum loan a student can avail is sum of Ngultrum Five Thousand (5000). The approval for this particular benefit shall be subject to the availability of a minimum of 30% of the total semester's collection. This is mainly to protect the fund from being emptied and maintain a minimum base reserve in the SWS account. Failure to repay within the stipulated time shall lead to withholding of official documents.

#### A.4 Emergency Advance

In case of serious illness of parents or other emergency need for travel as may be found valid and necessary by the committee, an emergency advance may be granted under condition of written undertaking of immediate repayment after return. The amount for this benefit shall be limited to a maximum of Nu. 3000.00 only. Failure to repay within the stipulated time shall lead to withholding of official documents.

## 7. STUDENT ACTIVITIES

Student activities provide outstanding leadership opportunities for students at SCE. Involvement in student activities provides rich opportunities to explore new interests, to deepen existing interests, instill diversity, self reliance, leadership and sense of responsibility among students. All student activities shall be conducted in the forms of competition either amongst classes or Hostels.

### 7.1 Clubs

The College offers a range of club activities for students to choose from based on their interests. Clubs are held every Wednesday afternoon from 2.40 - 4.40 PM. These activities are usually organized and managed by the students themselves and are supervised by Club Advisors who are volunteer faculty and staff.

### 7.3 Other Co-Curricular Activities

The College conducts a variety of other co-educational activities alongside the core academic programmes. The activities that college organizes are important college programs that are organized outside the classrooms, but are intended to supplement the core academic learning. It is therefore important that all students participate in these activities. Some of these activities include morning assembly, evening prayer, and literary activities.



### 7.4 Games & Sports

College has excellent facilities for games and sports with student sports councillors to facilitate broad student participation in such activities. Different sporting events are organized and conducted by the College Sports Committee every semester. Sporting activities includes national and international events and all Indoor and Outdoor games. These sporting events are conducted in the form of competitions- Class and Inter House. The College also organizes open sporting events to foster community relationship.



## 7.5 Leadership

The College has a system of providing opportunities to students to shoulder different leadership positions irrespective of class, gender and programmes. This is intended to enhance Leadership of the Self through collaboration, interaction and brotherhood in the campus. Therefore, general student body is managed by a team of elected student leaders.

### 7.5.1 Nomination of Student Leaders

Interested students from all programmes shall submit their applications and Resumes to the Board of Councillors.

- a. The Board of Councillors review all applicants and nominate the contestants based on the following regulations:
  - A candidate must be a resident in the college student residence
  - A candidate shall not have any adverse records with the college management such as written statements and warnings letters issued by the college.

- A candidate with records of Re-assessment or Repeat is not eligible to contest the election in order to encourage academic performances.
- b. The staff/faculty members can also nominate their capable candidates outside the list of nominees from the Board of Councillors.

The Student Wellbeing Committee will scrutinize all nominations and accordingly all eligible candidates shall be endorsed officially for the election.

### **7.5.2 Election**

SCE follows a complete democratic process for the election of student leaders making it a complete show of the students. Election is conducted by the Democracy Club with assistance from Board of Councilors and Dzongkhag Election Office.

### **7.5.3 Confidence of ‘No Vote’**

A Student Leader shall be disqualified and removed from the post by exercising the ‘No Vote of Confidence’ if he/she:

- Fails to live up to the expectation of the college in discharging his/her duties and responsibilities.
- Indulges in psychoactive substance, alcohol or smoking or in any disciplinary issues.
- If elected student wishes to stay as dayscholar, he/she must resign from the post with proper justifications.

In any of the situations mentioned above, Dean SA shall appoint the student who did not get elected by marginal votes to fill the vacant leadership position. If a male student leader resigns, he shall be replaced by male standby and vice-versa.

## **7.5.4 Terms of References**

### **A. Councilors**

- Councilors shall serve the college with utmost dedication and sincerity and act as bridge between student body and the administration.
- All college activities shall be organized and executed by Councilors with support from the relevant staff of the college.
- All councillors shall be responsible to maintain decorum and discipline among student body in the student residences, dining and the entire campus.
- They shall provide leadership and advice in maintaining cleanliness and sanitation in respective residences, improve aesthetic outlook of residence surroundings and in campus in general.
- They shall supervise all college activities, maintain daily records and apprise relevant higher authorities.
- They shall assess and submit requisitions for hostel repairs and maintenance (fund & materials).
- They shall report all unlawful activities taking place in the college to the relevant officials such as Resident Tutors, Dean SA and other management committee members.
- They shall render support to all their fellow students in their academic work and learning and set academic examples.
- They shall act as the main upholders of all National and College laws, rules, regulations and set best examples to fellow students.
- Councillors shall also adjudicate minor issues in the campus through a Board of Councilors. They shall maintain records for future references.
- Coordinate and organize house related activities; to form teams, nominate participants for all house related games & sports, cultural & literary activities.
- Prepare cleaning roster for the block and supervise daily cleaning works in the respective blocks.

### **B. Coordinating Councilor**

- Coordinating councilor shall be responsible to oversee, coordinate and organize college activities for a specific month.
- Shall update the board of councilors with the events and activities scheduled to take place in a particular month and advise them accordingly.
- Shall convene meeting with Dean SA, Resident Coordinators, Board of Councilors and other important and functional body (if necessary).
- He or she represents the student board of councilors in any event that takes place in the college
- Shall facilitate communication to various stakeholders such as circulating notices, informing people about important events and convening important meetings to students, staff and others.
- Shall display immense leadership of the self by setting examples.

### **C. Prayer Coordinator**

- Prepare Prayer timetable for different classes.
- Lead evening prayers, ensure proper conduct and cleanliness in the prayer hall.
- Take a regular attendance during the prayer and maintain attendance records.
- Collect fines and maintain proper book of accounts.
- Assist staff/committee in planning and organizing all religious activities in the college.
- Take care of the religious & other artifacts as issued by the college.
- Submit estimates for the prayer related items if any needed through the Coordinating Councilor and maintain attendance records

### **D. Other Coordinators- (Class, clubs, forums.)**

Nomination and appointment of clubs and forum in-charges shall be done within the clubs and classes.

- Coordinators of forums, clubs and classes shall act as vital link between college administration and their clubs, forum members and students of the class.
- All Coordinators shall organize, coordinate and execute all activities concerning clubs, forums, and classes with highest display of leadership of the self.
- The coordinators shall support and provide services to the college when called upon without fail.

### **E. Student In-Charges**

Student in-charges of various responsibilities such as Clubs, Mess, and other portfolios have to be nominated by student body. Their appointment shall come into effect after issue of Office Order by the management in consultation with Resident Coordinator.

## 8. COLLEGE GENERAL POLICIES

In order to maintain a good environment for the students to study and maintain harmony in the college, all students must strictly comply with the following general Rules and Regulations of the college discussed in the form of policies:

### 8.1 Residence Policy

- Students should be in their residence for the night by 9:00 pm. If they have a compelling reason to be out later or to stay out overnight, they must seek prior approval from the Resident Coordinator in advance. Permission will not be granted for activities such as attending parties or late dinners.
- Resident students should be back on campus by 8:30 pm. In emergency or unavoidable circumstances, student may seek prior permission from RC to extend the time until 9:pm. Resident Coordinator may grant the leave based on the assessment of the emergencies.
- Cooking and use of water boiler or electric immersion coil in the room is not allowed and is punishable by college regulations.
- Smoking, drinking and use of any psychoactive substances are not allowed on the SCE campus including students' Residences and washrooms. A resident indulging in activities in their respective rooms or washrooms and other recreational rooms and places shall be penalized as given in the professional conduct and behaviour section (below).
- No student or family members are permitted to enter campus Residence housing the opposite sex at any time.
- The residents are not allowed to change rooms or shift any furniture without prior approval from Residence Coordinator.
- A resident shall not sketch, paint and stick bills & posters on the walls of rooms. If found violating, he/she shall be reprimanded and bear the cost of repainting the wall.
- Damages of any facility shall be replaced or have its value calculated and paid by all residents (if a culprit is not identified) to the College.

*In the event a resident fails to abide by these regulations and responsibilities at a second repeat case, the matter shall be forwarded to the College Ethical Committee. A resident may be deprived of accommodation in the residence permanently.*

### 8.2 Mess and Dining Policy

- All students availing Mess facility must observe the following rules:
- Shall come in formal attire at all times unless notified otherwise in some instances.
- Shall not take food/meals to residences unless for a sick/bedridden student.
- Shall not take any plates/cups out of the dining hall if these materials are provided.
- Shall not bring in personal guests to the mess.

### 8.3 Dress and Etiquette policy

All students shall:

- Wear national dress with decent leather shoes in all the classes and normal official activities;
- Wear Kabney & Rachu during important official ceremonies and on other occasions as per direction;
- Respect and follow the national dress code and the code of conduct & ethics at all places and times;
- Wear decent clothes (without offensive messages, Singlets, Torn clothing, Mini-shorts/Mini-skirts, provocative & revealing attire (e.g. exposed midriffs, bare backs, spaghetti straps, cropped tops), caps (except for safety reasons), at places and times as deemed appropriate.
- Not wear long hair and ear rings (for males) and artificial coloring of hair (for both genders).



## 8.4 Campus Aesthetics policy

- Leveraging the campus aesthetics is the responsibility of all students.
- All students shall play a vital role in the upkeep and improvement of the campus aesthetics.
- All students shall come forward to provide service for campus aesthetics every time the services are required.
  - Students shall not plant any trees/hedges/flowers randomly in the campus

## 8.5 Prayer policy

All resident students shall:

- Attend all the prayer sessions as per the timetable decided by the college authority;
- Any Academic leave that has been approved by the Dean AA must be informed/communicated to Prayer Councillor by the concerned student before leaving.
- Only one time exemption in a month may be allowed based on genuine reasons or cases as seen by the Prayer Councillors.
- Engagement in any college activities may be exempted with the written approval from the DSA.
- Observe and follow the proper Dress code & Etiquettes;
- Take good care and use of the religious and other related facilities, if they are provided.
- Gossiping, fiddling mobile phones, eating/chewing and reading books in the prayer hall is strictly prohibited. Failure to follow shall lead to confiscation of items and shall be returned at the time of leaving the prayer hall.

### 8.5.1 Prayer penalties:

- **For one day absence Nu. 100/- shall be deducted from your monthly stipend or collected.**
- **For more than 3 days of absenteeism, the case shall be forwarded to the Prayer Committee for further action. Committee's decision may include one of the following:**
  - Increase the penalty by double the amount
  - Community service related to prayer activities and or prayer hall
  - Deprive hostel facilities

**Repeated Prayer Absenteeism will also be implicated accordingly in the character certificate**

## 8.6 Co-Curricular policy

All students shall:

- Participate in all the co-curricular activities organized by the college either as participants or observers with an aim of entertaining, information dissemination, and self development;
- Observe and follow the rules and regulations prescribed for a particular game/contest;
- Exhibit decency in dress and behavior both as participant and observer;
- Wear appropriate sports attire during games and sports activities;
- Exhibit the spirit of a good sportsmanship in case of participants;
- Put up high quality contests/shows/programs and promote/preserve the national culture;
- Take good care and use of the games & sport facilities, musical instruments and other related facilities, if they are provided.

***Participation in co-curricular activities will be considered during the character certificate ratings***

### **8.7 Entertainment policy**

All students shall:

- Use entertainment time as a means for relieving and refreshing your mind and body from mental and physical stresses;
- Take good care and use of the entertainment facilities, if they are provided;
- Maintain proper decorum during any show/programme;
- Entertainment programmes organized by students must avail prior permission from the management and strictly follow any conditions set therein.

### **8.8 Leave policy**

All students shall try to avail as less leave as possible. However, in case they are required to avail leave, students shall avail prior permission from:

- The concerned faculty/Councillor and/or Resident Coordinator in case of taking short leaves for going to hospital, bank and post office.
- The Residence Coordinator after applying through IMS in case of a weekend leave.
- The Dean of Student Affairs after applying through IMS in case of non-academic leave, longer than two days.
- The Dean of Academic Affairs after applying through IMS in case of all leaves that may result in missing classes. Examples of such a leave may include various reasons such as; medical, demise or serious illness of parents and other unavoidable circumstances.
- Report to the college on the approved time and/or date of return except for medical cases with evidences from a medical doctor.
- Produce documentary evidence of doctor's advice to undergo medical treatment while seeking for medical leave.

### **8.9 Morning Assembly Policy**

Morning assembly is an opportunity for all the SCE members to come together in an official platform once a week, where useful information and urgent notifications are shared. Therefore, it is considered very important activity of the college and all students are required to attend morning assemblies.

- Councillors with assistance from respective class coordinators take Morning Assembly Attendance.
- Every student must ensure a minimum of 90% attendance in the morning assembly over a period every semester.
- If a student fails to have a minimum of 90% attendance in the morning assemblies without justifiable reasons in a semester, he/she will be called for justification and the conduct implicated in the Character Certificate.

### **8.10 Student Excursion Policy**

When SCE students participate in off-campus planned group excursion or activities (e.g. class picnic, etc.), a list of students involved, along with information on transportation, contact details of organizers, destination, time and date of return to the college must be given to respective Residence Coordinator and Councillor.

Such activities must be held outside of formal SCE class/activity hours (8.30 – 4.40 on week days and 8.30 – noon on Saturdays) irrespective of individual students or classes schedules must not conflict with previously planned college activities.

SCE does not organize non-educational trips/activities. So, students participating in groups in such events should not represent themselves as an SCE group and should not use SCE signs or banners.

Students are responsible for their own safety and conduct while they are away from campus.

### **8.11 Pregnancies Policy**

Pregnancies during the study period are extremely straining for the mother, perhaps equally straining for the unborn or the newly born, and can obviously affect one's academic work. Therefore, the college does not encourage pregnancies during the study period. In the event of pregnancies, following guidelines will be followed:

- A pregnant student shall report the matter to the college and accordingly take a year off immediately for the safety of oneself and the unborn baby.
- Any student found to be pregnant or has delivered during the academic session in the campus or outside during the period of study shall be asked to take a year off immediately.
- Any student who has delivered during the academic session in the campus or outside during the period of study by not reporting to the college authority endangering the life of both mother and child, the matter shall be forwarded to Royal Bhutan Police.

*A student shall be asked to take a year off immediately and college shall withhold her academic transcripts for a year after graduation.*

### **8.12 Day-scholar norms**

Following are the norms the day-scholar students should follow:

- All students should behave decently in and outside the college campus.
- Each student should observe dress code.
- Every student shall always wear his/her identity card within the campus and present it on demand.
- All students should report to the college campus well on time for all classes.
- Students shall submit leave application for their absence.
- Students should compulsorily attend all the College activities except evening prayers.
- Students should not resort to any unlawful activity that shall disrupt the health of academic atmosphere within campus.
- It is mandatory for every student to receive prior permission from the college president for publishing any material related to college.
- The college has absolute right to penalize or suspend or dismiss any student found guilty or gross misconduct inside or outside the college campus.
- Drinking, smoking and abusing drugs are not permitted inside or outside the campus.
- No students shall be allowed to live or spend nights with their friends in the student residences.

*If any day-scholar student is found not following the above rules, the following course of action shall be taken:*

- In their first incident of non abidance, he/she shall be warned verbally and reminded of the rules.
- A repeat case on non abidance, he/she shall be made to write a statement and written warning shall be issued.
- Third case of non abidance shall be made to do detention work of two weeks and written last warning shall be issued.
- A fourth case of non-abidance shall be referred to the Committee of Student Discipline and Ethics and shall be suspended for three weeks. Suspended student attendance shall not be considered.

### 8.13 Tobacco Policy

Consistent with Bhutanese law, smoking is not allowed anywhere on the SCE campus, including all college buildings (canteen, kitchen and dining hall, residences, individual rooms, corridors, washrooms, etc.). Student may be sanctioned by the college for violation of this policy in various ways, including but not limited to written statement, warning letters and fines. They are also subject to sanction by civil authorities for unlawful smoking behaviours, as for other unlawful behaviours.

Students who smoke/chew tobacco are encouraged to see the counselling faculty to gain assistance with quitting.

### 8.14 Alcohol and Drug Policy

**Warning: Students should be aware that SCE takes violations of its alcohol and drug policy very seriously because of the danger such violations pose to both the individual and others. Thus sanctions including loss of accommodation or expulsion from the college and/or lose of eligibility for accommodation in the future may follow even a first offence of this kind. Students are encouraged to seek counselling from professional counsellors if they require support in dealing with an alcohol or drug problem. Counselling is confidential help available in the college.**

### 8A. Positive Approach to Students' Conduct and Behaviour

SCE believes in positive and preventive approaches to students' conduct and disciplinary issues. The college adopts decentralization of authority and responsibilities, empowering elected Councillors and Residence Coordinators to deal with minor disciplinary issues of students and maintain proper records of attendance or statements submitted by students. In the event of a student/s breaching any college policies/rules, RCs and Councillors follow the following procedures:

**1st instance:** Advice and highlight particular college policies and consequences in which students have breached.

**2nd instance:** Collect a written statement and remind that it will be put up in the Board of Counsellors

**3rd instance:** Put up to the Board of Councillors

#### 8A.1 Board of Councillors

All elected Councillors are members of the Board of Councillors chaired by the Coordinating Councillors. Board of Councillors discusses positive approaches to help student correct or improve his/her behaviour in the best possible manner by providing necessary help and assistance required to change/correct the behaviour. The Board may refer student for counselling service if required. All interventions taken by the Board must be well documented for future references. Board may report the case to Student Wellbeing Committee (SWC) or College Discipline Committee depending on the severity of every case.

SWC will review the case and take necessary interventions to help the student. The Committee may, if required, appoint a mentor for a student from within or outside the committee on a voluntary basis to provide guidance and care in student's personal life. SWC may also refer the case to College Discipline Committee.

**8A.2 College Discipline Committee (CDC)**

The college has instituted College Discipline Committee to look into ethical and disciplinary issues of students. The following individuals constitute the committee:

<b>President</b>	<b>- Chair</b>
<b>Dean of Academic Affairs</b>	<b>- Member</b>
<b>Dean of research and Industrial Linkages</b>	<b>- Member</b>
<b>Dean of Students Affairs</b>	<b>- Member</b>
<b>Concerned Programme Leader</b>	<b>-Invitee</b>
<b>Concerned Montor</b>	<b>-Invitee</b>
<b>Resident Coordinator</b>	<b>- Member</b>
<b>Dzongkha faculty</b>	<b>- Member Secretary</b>

**9. PROFESSIONAL CONDUCT AND BEHAVIOUR**

Students are expected to practice certain standards and abide by a code of ethics during the study period. They should value certain standards of integrity and moral character, and conduct themselves in the manner that is suitable for a good trainee. Any breach of this code of ethics and behaviour shall be viewed seriously and competent person and Ethical Committee shall take action accordingly, but, it need not necessarily follow the sequence of different sanctions given hereunder.

**9.1 Student Code of Conduct**

<b>Offences</b>	<b>Descriptions</b>	<b>Sanctions</b> <b>Not all violations are viewed equally.</b> <b>Sanctions are progressive depending on the severity of violations.</b>
Falsification	The student willfully provides college offices or official with false, misleading, or incomplete information.	a. Issue warning letter copied to parents and community services, Or b. Suspension from the college for a year, Or c. Expulsion from the college.
Threatening, Harassing, or Assaultive Conduct	Any conduct that endangers or threatens to endanger the health, safety or welfare of another person.	a. Issue warning letter copied to parents and community services, counselling Or b. Suspension from the college for a year, Or c. The student shall be handed over to the concerned law enforcement agency, and expulsion from the college.

Theft and Vandalism	Unauthorized possession of public or private properties, embezzlement, damage to properties or facilities and wrongful sale or gift of that property.	<p>a. Issue warning letter, restitution of the property (This may take the form of monetary payment for related repair or material replacement of the college property) and community services, Or</p> <p>b. Restitute the property and suspension from the college for a year, Or</p> <p>c. The student shall be handed over to the law enforcement agency, and expulsion from the college.</p>
Consumption of Alcohol	Possession or consumption of alcohol or any intoxicating beverages.	<p>a. Written statement by student, issue warning letter copied to parents, and community services, Or</p> <p>b. Issue last warning letter and community services and keep the student under probation for three months, Or</p> <p>c. Suspension from the college for a year and upon return to college a student must produce a medical fitness certificate, or d. Expulsion from the college</p>

Misconduct under the influence of Alcohol	Use of abusive language, eve-teasing, shouting, disturbing the members in the community, making false accusations or arguing with any staff and security service personnel, physical assault.	<p>a. Written statement by student, issue warning letter copied to parents, and community services, Or</p> <p>b. Suspension from the college for a year, Or</p> <p>c. Expulsion from the college</p> <p><b><i>Note: Refer for counselling to assess severity of dependence and necessary follow ups at the first instance</i></b></p>
Groupism	Any act of aggression in group causing injury to others or damage to college or private properties or creates a grave risk to disturbing the peace on campus.	<p>a. Issue warning letter and community services, Or</p> <p>b. Suspension from the college for a year, Or</p> <p>c. The student shall be handed over to the concerned law enforcement agency, and expulsion from the college</p>

<p>Assaultive Conduct</p>	<p>Conduct which threatens or endangers the health or safety of any person: physical abuse, threats, intimidation, and/or coercion; verbal abuse, intimidation, and/or coercion; written communication, whether hard copy or electronic means (including but not limited to texts, emails, other social media), that includes threats, intimidation, and/ or coercion.</p>	<p>a. Written statement from student, Issue warning letter copied to parents and community services, Or b. Suspension from the college for a year and upon return loses the eligibility from hostel accommodation, Or c. The student shall be handed over to the concerned law enforcement agency, and expulsion from the college.</p>
<p>Sexual Mis-conduct</p>	<p>Making any unwelcome physical, verbal or non-verbal abuse of sexual nature.</p>	<p>a. Written statement from student, issue warning letter and community services, Or b. Suspension from the college for a year, Or d. The student shall be handed over to the concerned law enforcement agency and expulsion from the college.</p>
<p>In-subordination</p>	<p>Any form of direct confrontation with student leaders, staff and security personnel of the college</p>	<p>a. Written statement from student, issue warning letter and community services, Or b. Deny hostel facility Or c. A dayscholar student shall be suspended for two weeks and his/her attendance shall not be considered, Or d. Suspension for a semester and Or e. Repetition of behaviour after suspension period will result in expulsion from the college.</p>
<p>Unethical Acts</p>	<p>Misuse of identity cards, impersonation, and forgery of other signatures are acts of crime</p>	<p>a. Written statement from student, issue warning letter copied to parents and community services, Or b. Suspension from the college for a year, Or c. The student shall be handed over to the concerned law enforcement agency and expulsion from the college.</p>

<p>Drugs and Substance Abuse</p>	<p>Anyone found indulging/possessing of drugs other than those prescribed by medical doctors shall be considered a criminal offence, which is punishable with 6 months of imprisonment by law.</p>	<ul style="list-style-type: none"> <li>a. Written statement from student, issue warning letter, community services and refer for counselling, Or</li> <li>b. Suspension for a semester for rehabilitation for a year and shall return with certificate of improvement and substance abuse cleanliness.</li> <li>c. Student in the police custody during the period of study due to controlled substance shall be directly expelled.</li> <li>d. The student shall be handed over to the concerned law enforcement agency and expulsion from the college.</li> </ul> <p><i>Note: Refer for counselling to assess severity of dependence and necessary follow ups at the first instance</i></p>
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## Right to Update Materials contained in this Handbook

SCE is an evolving institution and it is subject to the regulations of the Royal University of Bhutan, which may change from time to time. It is important to recognize that it is possible that some of the information in this handbook will become outdated and/or new regulations or procedures may be implemented that change or replace earlier ones. When such events occur every effort will be made to notify students of changes relevant to them through mechanisms such as Telegram SCE announcement Channel, announcements in the assemblies, notices and/or in the college website until the updated handbook is issued. It is students' responsibility to take note of such information and to use it in guiding their academic and social behaviour while in the college.

### Contact:

OFFICIAL	EMAIL	CONTACT #
President	president.sce@rub.edu.bt	+975-05-365391
Dean of Academic Affairs	kgyeltshen.sce@rub.edu.bt	+975-05-365397
Dean of Research and Industrial Linkages	srinchen.sce@rub.edu.bt	+975-05-365273
Dean of Student Affairs	ramesh.sce@rub.edu.bt	+975-05-365408
Administrative Section	sitharchozom.sce@rub.edu.bt	+975-05-365274
Library	sdawa.sce@rub.edu.bt	+975-05-365609
ICT	narayan.sce@rub.edu.bt	+975-05-365766
Accounts	puraon.sce@rub.edu.bt	+975-05-365326
Estate Management	kyuden.sce@rub.edu.bt	+975-05-365363
Resident Coordinator (Men & Women)	sphuntsho.sce@rub.edu.bt	+975-05-365273
General Office		+975-05-365273