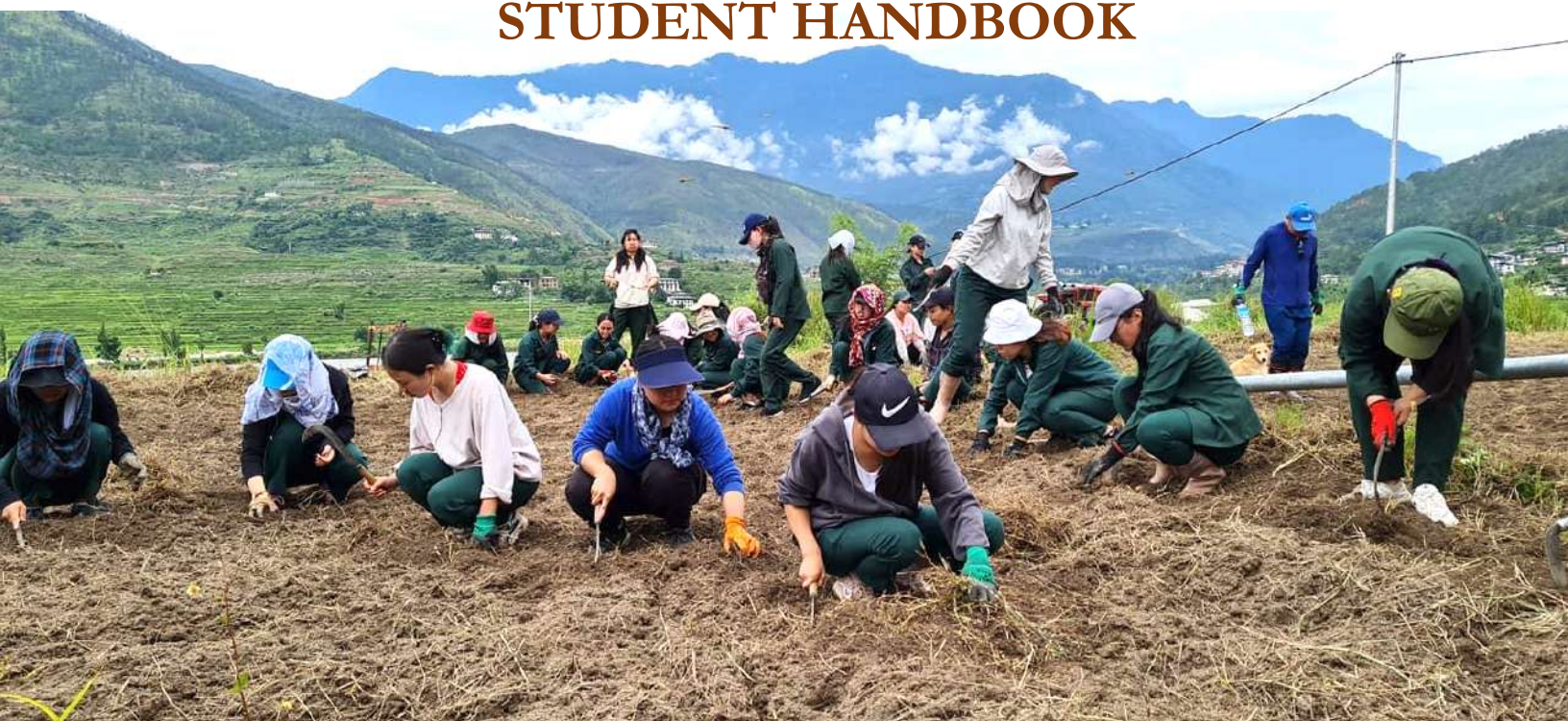




Royal University of Bhutan



## STUDENT HANDBOOK



COLLEGE OF NATURAL RESOURCES  
*Royal University of Bhutan*

2022

## CONTENTS

1. BACKGROUND	1
1.1. Location	1
1.2. Our Vision	2
1.3. Our Mission	2
1.4. Our Core Values	2
2. PROGRAMME	3
2.1. Post Graduate Programmes	3
2.1.1. Philosophy of Doctorate in Climate Studies	3
2.1.2. Masters of Science in Conservation Biology	3
2.1.3. Masters of Science in Natural Resources Management	3
2.1.4. Masters in Development Practices	4
2.2. Undergraduate Programmes	4
2.2.1. Bachelors of Sciences in Agriculture, Animal Science and Forestry	4
2.2.2. Bachelors of Science in Sustainable Development	4
2.2.3. Bachelors of Science in Environment and Climate Studies	5
2.2.4. Bachelors of Science in Food science and Technology	5
2.2.5. Bachelors of Science in Organic Agriculture	5
3. General Policy Guidelines for Students	6
3.1. Academic Year	6
3.1.1. Academic Semester Plan Outline	6
3.1.2. Academic Timing	6
3.1.3. Mess Timing	7

3.1.4.	Extra-Curricular Activities Timing	7
3.1.5.	Social Work	8
3.1.6.	Morning Assembly	8
4.	Admission and Registration of Students	9
4.1.	General Principle	9
4.2.	Selection and Admission of Students	9
4.3.	Registration to Different Programmes	10
4.4.	Period of Registration	10
4.5.	Disabled Students	10
4.6.	Attendance	10
5.	Award	11
5.1.	Assessment Regulations	11
5.2.	Principles and Purpose of Assessment	12
5.3.	Reliability and Validity	12
5.4.	Forms of Assessment	13
5.5.	Marks and Levels of Performance	14
5.6.	Decisions by Programme Board of Examiners	15
5.7.	Assessment of a Module	16
5.8.	Reassessment and Repeat of a Module	16
5.9.	Existing College Guide on Progression	17
5.10.	Final results and Awards	17
5.11.	Staff Responsibility to Students in Assessment	18
6.	Examination Regulations	18
6.1.	Introduction	18
6.2.	Registering for Examinations	19

6.3.	Examination Timetable	19
6.4.	Examination Hall	19
6.5.	Guide on Conduct of Examination	21
6.6.	Absence from an Examination and Illness during an Examination	22
6.7.	Provisions for Candidates with Disability	22
6.8.	Breaches of Examination Regulations	23
6.9.	Communication of Examination Results	23
7.	Academic Dishonesty	24
7.1.	Introduction	24
7.2.	Right of Appeal	25
8.	Hostel Administration	26
9.	Student Mess Management	29
10.	Student Leave Entitlements and Procedures	29
11.	Dress Code	30
12.	Offense and Penalties	30
12.1.	Offense Category	30
12.2.	Sanctions	32
13.	Requirement of Student Personal Items	32
14.	Student Scholarship and Allowances	33
15.	Student Support Services and Facilities	34
15.1.	Introduction	34
15.2.	Student Privileges to Games and Sports	34
15.3.	Cultural Activities	34
15.4.	Literary Activities	34
15.5.	Welfare Scheme	34

15.6.	Grocery	34
15.7.	Cafeteria	34
15.8.	Computer Laboratory	35
15.9.	Library Privileges	35
15.9.1.	Library Norms	36
15.9.2.	Operational Hours	36
15.9.3.	Reservations	37
15.9.4.	Overdue Fines	37
15.9.5.	Lost Book Charges	37
15.10.	Television	37
15.11.	Livestock Farms	37
15.12.	Agriculture Farms	37
15.13.	Forestry Nursery and Arboretum	37
15.14.	Waste Disposal	37
15.15.	Guest House	38
15.16.	Laboratory	38
15.17.	Transport	38
15.18.	Staff Quarter	38
15.19.	Student Common Kitchen	38
15.20.	Prayer Hall	38
15.21.	CNR Service Shop	38
15.22.	Dream Treats(Bakery)	39
15.23.	CNR Saloon	40
15.24.	CNR Reprographic Services	40
15.25.	CNR Perfect Stitch	41

15.26.	CNR Printing Services	41
15.27.	Clean Wash Laundry Service	42
16.	Happiness and Wellbeing Center	43
16.1.	Target Audience	43
16.2.	Role of the Coordinator	44
16.3.	Roles and responsibilities	44
17.	Student body	45
17.1.	Club formation and regulations	46
17.2.	Cocurricular activities/events	47
17.2.1.	Student Leadership Programme	47
17.2.2.	Value Education and Mindfulness Programme	48
17.2.3.	Personal skill development	49

## 1. BACKGROUND

The College of Natural Resources (CNR), formerly known as the Natural Resources Training Institute (NRTI) was established in 1992. The guiding principle of the college was then to make a relevant and lasting contribution to rural development through a farmer-oriented training, focusing on and integrating the components of a Bhutanese farming system in the curriculum and training activities. The main mandate of the then NRTI was to provide training to the mid-level technical and extension support staff of the Renewable Natural Resources (RNR) sector. With the launching of the Royal University of Bhutan on 2<sup>nd</sup> June 2003, NRTI was inducted as one of the member colleges of the university on 20<sup>th</sup> July 2004 and renamed as the College of Natural Resources. Today, the college offers 11 programmes of which four are postgraduate and seven are undergraduate programmes. The following programmes are offered by the college currently:

- \* PhD in Climate Studies (3 years)
- \* Masters in Development Practice (2 years)
- \* MSc in Conservation Biology (2 years)
- \* MSc in Natural Resources Management (2 years)
- \* BSc in Agriculture (2+2 years, Diploma Nested)
- \* BSc in Organic Agriculture (2+2 years, Diploma Nested)
- \* BSc in Animal Science (2+2 years, Diploma Nested)
- \* BSc in Forestry (2+2 years, Diploma Nested)
- \* BSc in Food Science and Technology (2+2 years, Diploma Nested)
- \* BSc in Environment and Climate Studies (3 years)
- \* BSc in Sustainable Development (3 years)

### 1.1. Location

The campus is located in Lobesa (27.5036 N; 89.8785 E) under Barp *Gewog*, Punakha *Dzongkhag*. The campus with an area over 98 acres bears an imposing setting overlooking the Punakha-Wangdue Valley with some vantage points to view Chimi *Lhakhang*, the seat of Lama Drukpa Kuenlay (Divine MadMan) and the meandering course of the Punatsangchhu river. With an average altitude of 1400 meters above the sea level, the college experiences a typical dry subtropical climatic condition of long dry winter season and a very short monsoon season. It is strategically located from the towns of Punakha (Khuruthang) and Wangdue Phodrang (Bajo) about 25 and 15 minutes drive respectively. The campus also offers a serene and congenial setting for learning with very little traffic noise.



## 1.2. Our Vision

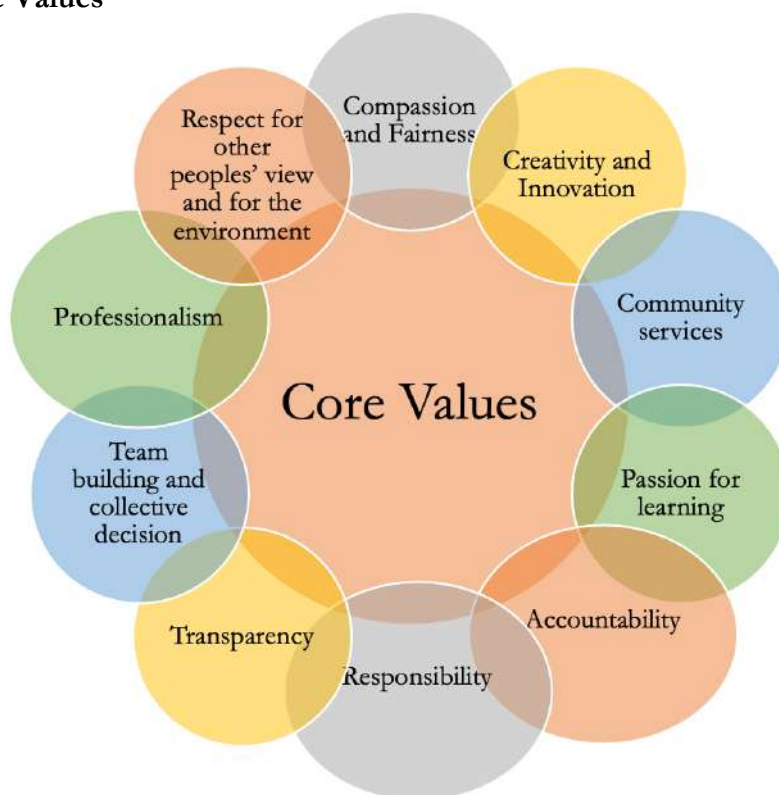
The college will strive to be a dynamic and internationally recognised centre of learning that promotes GNH and sustainable development through leadership in education, research and professional services in Agriculture, Natural Resources Management and Rural Development.

## 1.3. Our Mission

The college aspires to:

- \* Offer relevant broad-based higher education in Agriculture, Natural Resources Management and Rural Development
- \* Serve as a resource centre for high quality professional and advisory services in the area of Agriculture, Natural Resources Management and Rural Development
- \* Generate knowledge through research in Agriculture, Natural Resources Management and Rural Development
- \* Promote academic culture infused with GNH values for intellectual and personal development

## 1.4. Our Core Values





## 2. PROGRAMME

Currently, there are 11 programmes offered by the college of which four are postgraduate and seven are undergraduate programmes.

### 2.1. Post Graduate Programmes

#### 2.1.1. *Philosophy of Doctorate in Climate Studies*

The Doctor of Philosophy (PhD) in Climate Studies is a three-year programme by research which comprises of 360 credits spread over six semesters. It aims to develop professionals who would contribute to sustainable development by addressing the various impacts of climate change. The programme is intended to enhance the knowledge and skills of the students with specialist competencies in a wide range of subject areas pertaining to understanding climate change and its impact on agriculture, animal production, environment, energy, water, disasters, transport and industries, including human health. The programme will provide a platform and professional support in conducting independent research on a wide spectrum of topics related to climate through transdisciplinary approach.

#### 2.1.2. *Masters of Science in Conservation Biology*

Master of Science in Conservation Biology is a two-year programme by research which comprises of 240 credits consisting of research publication(s) and a Dissertation component. The programme is intended to enhance the knowledge and skills of forestry, wildlife and environmental professionals with specialist knowledge and competencies in management and conservation of ecosystems and wildlife species. These professionals are expected to play an advisory and leadership role in the management of species conservation, ecosystem restoration, environmental protection and wildlife management. Students can conduct research in a wide spectrum of topics related to species conservation, wildlife management, impact of climate variability on species, restoration ecology, habitat assessment and management, ecosystem restoration, and wildlife genetics among others.

#### 2.1.3. *Masters of Science in Natural Resources Management*

The Masters of Science in Natural Resource Management is a two-year programme by research which comprises of 240 credits consisting of research publication(s) and a Dissertation component. The programme culminates with specialisation of students in Agriculture, Animal Science, Environment and Forestry. The programme is intended to enhance the knowledge and skills of the mid-level professionals with specialist knowledge and competencies in a range of subject areas pertaining to rural

development in general and agriculture, animal production and forestry in particular. The programme provides opportunities for student to develop research capacity through the process of conducting research independently and develop research skills and critical thinking.

#### *2.1.4. Masters in Development Practices*

The programme of Masters in Development Practices was launched in 2014. The Global Master's in Development Practice (MDP) is an interdisciplinary two-year graduate degree programme providing current and aspiring development practitioners the skills and knowledge to better understand, develop and implement integrated approaches to sustainable development. The launch of a Global MDP programme was the central recommendation of the International Commission on Education for Sustainable Development Practice (ICESDP), which discovered that there is a lack of comprehensive cross-disciplinary programme to train practitioners in the full range of challenges of sustainable development.

## **2.2. Undergraduate Programmes**

#### *2.2.1. Bachelors of Sciences in Agriculture, Animal Science and Forestry*

The three programmes (Agriculture, Animal Science and Forestry) are offered to both the pre-service students and the in-service staff of the Ministry of Agriculture and Forests with aim of upgrading them from the Diploma level and. The programmes are nested in nature. For the in-service students, the first two years are considered as Diploma nested, and study two years of taught course with the last semester encompassing research and dissertation writing. For the pre-service students, the students are required to secure 65% and above at the end of second year of the programme to progress towards bachelor's degree, or else students exit with Diploma Certificate.

#### *2.2.2. Bachelors of Science in Sustainable Development*

The Bachelors of Science in Sustainable Development spans over three years with one semester of dissertation writing. This programme basically aims to equip the students with the concept of socio-economic development and environmental protection for the current and for the future generations. It is therefore believed that the renewed vision of sustainable human and social development that is both equitable and viable could be achieved by teaching and practicing the approach of sustainable development. The programme prepares graduates for an interesting and rewarding career as researchers, development specialists, project and programme managers, planners and field workers.

The graduates will be able to find employment in various government agencies, corporations, NGOs, international organizations, businesses, media, and in private sectors. Furthermore, the programme is also suitable for graduates who want to assume leadership positions in local governments and pursue a career in politics.

### *2.2.3. Bachelors of Science in Environment and Climate Studies*

The Bachelors of Science in Environment and Climate Studies is a three-year programme. The programme consists of 60 credits per semester, i.e. 360 credits in total. It is especially designed for students wishing to find a job immediately afterwards. Therefore, developing analytical and critical thinking prior to start working is important. To achieve this objective, candidates have to write a bachelors' work with a total of 24 credits in the final semester. This programme covers environmental, sustainability and climate change issues i.e., problems caused by interactions of human systems and earth systems. The climate change and deteriorating environmental conditions are increasing concerns all over the world and there is need to understand the implications of such issues.

### *2.2.4. Bachelors of Science in Food science and Technology*

The Bachelors of Science in Food Science and Technology is a four-year programme culminating to a minimum of 480 credit hours with a minimum of 60 credit points in a semester. Most modules will be of 12 credit points. It is diploma nested programme wherein students will exit at the end of year two with diploma in food science and technology if student do not secure 65% and above, those students who secure 65% or more will progress to year three and four to complete as bachelors degree. The programme focuses on developing professionals with knowledge and skills in principles and practices of food science and technology through a blend of subjects such as food chemistry, food microbiology, human nutrition, principles of food processing, food analysis, food toxicology and risk assessment, and food packaging and labelling. A number of food technology modules such as fermentation technology, beverages, postharvest technology, dairy technology and extrusion technology are included to build in the students the knowledge and skills of wider aspects of food product development. The students will be given adequate exposure to acquire skills through internship training, industrial training and product development training.

### *2.2.5. Bachelors of Science in Organic Agriculture*

The Bachelors of Science in Organic Agriculture is a four-year programme. It is diploma nested programme wherein students will exit at the end of year two with Diploma in Orgnaic Agriculture if

student do not secure 65% and above, those students who secure 65% or more will progress to year three and four to complete as Bachelors of Science in Organic Agriculture.

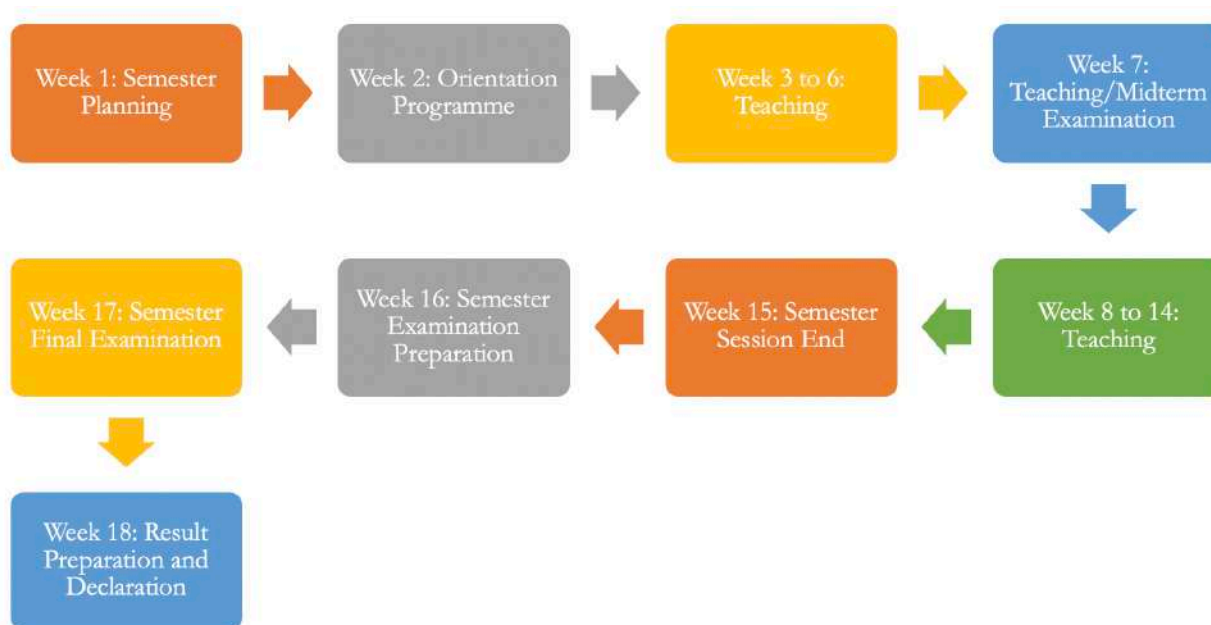
### 3. General Policy Guidelines for Students

All students enrolled in various programmes shall observe the following guidelines and procedures.

#### 3.1. Academic Year

Albeit the University recommends scheduling a minimum of 15 weeks for actual teaching and learning per semester, it is recommended to schedule for 17 weeks in case of CNR since the professionals in different natural resource areas require additional guided learning to impart both knowledge and skills. The academic semester calendar for CNR has therefore 17 weeks of actual teaching and learning excluding semester planning, examination and evaluation, and result preparation weeks from the beginning of year 2005.

##### 3.1.1. Academic Semester Plan Outline



##### 3.1.2. Academic Timing

The class session will operate from Monday through Friday. Each day will have eight sessions for learning, teaching and assessment. Saturday morning will be engaged for social work and maintenance of the campus. The classes will operate as per the timing provided below, except on Monday or Wednesday (if Monday happen to be government holiday) during which there will be a general

assembly at 8:00 AM during which students will deliver talks and the management will make announcements or share information.



### 3.1.3. Mess Timing

Timing of the mess only pertains to the students who live in the lower hostel and are catered in the college mess.



### 3.1.4. Extra-Curricular Activities Timing





### 3.1.5. *Social Work*

Students will contribute 2 – 3 hours per week for maintenance of College campus as scheduled on Wednesday and Saturday through Socially Useful Productive Work(SUPW). Fines of Nu. 100/- for the absence from the social work will be deducted from students' stipend. The deduction of fines will be cumulative based on tiered rates, i.e., if a student misses one time, Nu. 100/- will be deducted, when the student is absent for two times, a total of Nu. 300/- will be deducted (Nu. 100+Nu. 200=Nu. 300/-) and third time result in Nu. 600/- (Nu. 300+Nu. 300=Nu. 600/-). A student absent for more than three times shall be reported to SSOs and serve a Warning Letter. A student staying absent even after the Warning Letter shall be reported to DSA for necessary action.

05.30 AM – 06.00 AM	Wednesday
08.30 AM – 10.30 AM	Saturday

### 3.1.6. *Morning Assembly*



During the academic session, all the staff and students assemble in the morning of every Monday. The college considers assembly as one of the most important aspects where the national anthem is sung followed past the important announcements and instructions for the week. During the assembly, everyone is well informed on the happenings in the college and it has the potential to nurture and promote a positive national culture and college ethos; the pursuit of all forms of excellence should not be underestimated. The staff and students must attend the morning assembly every Monday at 8:30 AM. Female faculty and students shall wear full *Kira* on Mondays when there is assembly. Fines of Nu. 100/- for the absence from the morning assembly will be deducted from students' stipend. The deduction of fines will be cumulative based on tiered rates, i.e., if a student misses one time, Nu. 100/- will be deducted, when the student is absent for two times, a total of Nu. 300/- will be deducted (Nu. 100+Nu. 200=Nu. 300/-) and third time result in Nu. 600/- (Nu. 300+Nu. 300=Nu. 600/-). A student absent for more than three times shall be reported to SSOs and serve a Warning Letter. A student staying absent even after the Warning Letter shall be reported to DSA for necessary action.

#### **4. Admission and Registration of Students**

The following are abstracts from the Academic Wheel Chapter D on Admission and Registration of Students. Admission and registration of students for various award bearing programmes at CNR will follow the following guideline. The existing internal guideline of admission and registration is incorporated within the text and therefore the following text is an edited version for implementation by CNR. Reregistration every semester and discontinuation of programme will be penalised as per admission policy

##### **4.1. General Principle**

The College seeks to admit all students to its tertiary education programmes that have a reasonable expectation of completing their programme of study successfully, subject to the provision that the College has the necessary resources to support the number of students on the programme.

The College will abide by the Royal Charter of the University that requires the College to admit students on merit and irrespective of religion, origin, sex, sexual orientation or race.

##### **4.2. Selection and Admission of Students**

The University is responsible for selecting students for admission to its programmes. The University will operate as central selection system, and students will make one application to the University



Registry. The decision on selection will be made by the University Registry.

Candidates will be selected based on a merit-ranking list established by an aptitude score wherein as per the requirements of the given programme the subjects will be rated on a sliding scale, the most important one being rated the maximum.

Candidates selected for CNR but have failed to register within the stipulated time or have not reported one week after the start of class will result in forfeiture of their seat.

#### **4.3. Registration to Different Programmes**

Students will be registered into the different programmes based on the preference indicated by them on merit based ranking order at the time of admission. They will not be allowed to change programme in case of vacancy created due to withdrawal of candidates after the decision of the admission committee members. Students withdrawing or discontinuing from the course is liable to pay penalty as prescribed in the undertaking form of the admission.

#### **4.4. Period of Registration**

A student under government scholarship who repeatedly demonstrates academic incapacity to meet the demands of the programme and has a deleterious effect on the standards and expectations of the class group will not be allowed to remain on a full time programme for more than double the duration of a given programme.

#### **4.5. Disabled Students**

The College will endeavour to encourage access to tertiary education for disabled students, and it will seek to make the necessary facilities available for that purpose. Till such facilities are in place, physically challenged students admission to programmes offered by CNR will be the limiting factor.

#### **4.6. Attendance**

Attendance is important for a student's academic progression and essential for the performance of her or his fellow students especially through interactive group sessions such as tutorials, seminars and practical and work which is subject to group assessment. A student can take approved leave up to 10% of the scholastic days in each module. If the student is absent for more than 10% scholastic days, he or she will not be allowed to sit for the semester final examination and will be treated as failed.

However, under extenuating circumstances such as medical problems, family misfortune and bereavement, or such other genuine reasons acceptable to the Programme Board of Examiners (PBE)

or with prior approval decisions on whether the student can continue the regular class or repeat that particular semester, will be made in consultation with the faculty members of the respective department.

Absence due to suspension will not be considered as justified absence. A student who misses class/field attachment for more than 10% scholastic days per semester with justified and accepted reasons will be scrutinized by the PBE and the faculty members of the respective department whether he/she can continue the regular class or repeat that particular semester.

## **5. Award**

The authority for approving programmes and granting awards rests with the Academic Board. These regulations provide the structure within which students shall be assessed and whereby their assessment contributes to their award. Each University student is enrolled on a programme and is subject to the regulations of that programme, which in its turn is subject to the University's overall policy and regulations.

An award will be conferred upon satisfaction of the following conditions:

- \* the candidate was a registered student of the University at the time of his or her assessment and has fulfilled all financial obligations to the University
- \* the candidate has completed a programme approved by the University as leading to the award being recommended, and
- \* the award has been recommended by a Board of Examiners convened, constituted and acting under regulations approved by the Academic Board

### **5.1. Assessment Regulations**

The assessment regulations are as set out in the WAL. The RUB assessment regulation was endorsed by the 5<sup>th</sup> Academic Board in August 2005 and additional section on Academic Appeals added upon endorsement by the 7<sup>th</sup> Academic Board Meeting in April 2006. This section has reference to the revised version as recommended by the 10<sup>th</sup> Programme Quality Committee Meeting (PQC), December 2007. Since the University assessment regulations comprehensively covers the different forms of assessment required for the University award programmes including reassessment and progression criteria, these regulations will be adopted by CNR. Wherever applicable, specific clauses have been retained from the past CNR Rules and Regulations.

## 5.2. Principles and Purpose of Assessment

5.2.1 The prime purpose of assessment is to enable students to demonstrate that they have fulfilled the objectives of the programme of study and that they have achieved the standard required for the award(s) to which they aspire.

5.2.2. Assessment reflects the achievement by the individual student in fulfilling the programme objectives, in relation to a consistent national standard of awards. Assessment, both summative and formative, serves as useful feedback to students. Students shall be informed of their performance in the assessment so that they are aware of their progress. Assessment is an essential component of the student's learning process and should be designed on that basis.

5.2.3 Assessment is a matter of judgement, not simply of computation. Marks and percentages should not be treated as absolute values but as symbols to be used by examiners to communicate their judgement of different aspects of a student's work, to provide information on which the final decision on a student's fulfilment of programme objectives may be based.

5.2.4 A student's circumstances may influence the procedures for assessment and the consequences of assessment but not the standard of performance expected in a module assessment, or at the end of a programme.

5.2.5 The Academic Board is the ultimate authority in the University for the ratification of academic decisions and may, in extreme circumstances, over-rule a Board of Examiners, but it will normally refer matters of concern back to the Board of Examiners for reconsideration.

5.2.6 For many areas of its work the Academic Board will delegate its responsibility to College Academic Committees subject only to reporting; but it has the authority to revert that authority.

5.2.7 Acting within the above principles a Board of Examiners will exercise its judgement in reaching decisions on individual candidates. It is responsible for interpreting the assessment regulations for the programme, in the light of the University's requirements and good practice in higher education and its academic judgement should not lightly be questioned or overturned.

## 5.3. Reliability and Validity

5.3.1 Assessment must be reliable. Reliability is the likelihood that similar results would appear if the students' work were marked on another occasion, whether by the same or different markers.

5.3.2 Validity relates to the need to be assessing the right thing. If the module is seeking to teach students to synthesize academic concepts an assessment of their knowledge of the concepts will not of itself constitute a valid assessment. Assessments should test students' achievement of the specified

learning outcomes of the programme.

5.3.3 It is mandatory for the member of staff who has written the questions or assessment to invite a colleague to go through them to test the questions or assessment for clarity, readability, appropriateness to the aims of the module and level of demand.

5.3.4 To maximize reliability and validity, assessment of students' work should be:

- a. moderated (where selected work is reviewed by an independent assessor) or
- b. double marked (where selected work is second marked without access to the first marker's mark or comments). Second marker's marks if the difference exceeds 5% or more, will be taken as the final score.

5.3.5 All assessed work should have associated marking criteria and marking scheme (appropriate model answers). These guides to marking should be developed simultaneously with assessment instruments and, where practicable, be approved by the external examiner. Sharing of approved marking criteria with students is a required feature of good practice. All feedback given to students should relate to the agreed marking criteria.

#### **5.4. Forms of Assessment**

5.4.1 The form and balance of assessment for each module should be such that they provide the most accurate assessment of the student's achievement of the module's aims and objectives.

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

5.4.3 The forms of assessment commonly in use include objective tests, unseen essay papers, pre-disclosed questions, closed book examinations, open book examinations, case studies, assessed coursework, essays, projects, laboratory practicals, supervised work experience, seminar contributions, oral presentations and *viva voces*.

5.4.4 The module descriptor form and the programme document should specify the relative contribution of continuous assessment and examination to the final module assessment.

5.4.5 All assessments shall be conducted in the language of the module's instruction, except where specific provision has been made and agreed by the Academic Board, or by the College Academic Committee in the case of programmes below degree level or for programmes not leading to the University's awards.

5.4.6 By the commencement of each module the module coordinator must advise the enrolled students of the form of the assessment and the timing of the assessment components which make up the continuous assessment. This will be consistent with the overall framework established for the programme's assessment.

5.4.7 If, through disability, a student is unable to be assessed by the prescribed method for the module, alternative assessment methods may be used. Taking into account the need to assess the student on equal terms with other students, variations may include the following:

- \* an extension of the normal registration period for completing an award;
- \* extra time being allowed for assessments;
- \* alternative or modified assessments;
- \* use of scribes in assessments;
- \* use of viva voce assessment;
- \* use of appropriate aids (such as word processor, Braille, tape-recorder, large print scripts etc.)

## 5.5. Marks and Levels of Performance

5.5.1 Assessment is primarily a matter of academic judgement, and the computational structure is designed to facilitate consistent judgements. The following scale is suggested as way of relating a judgement of performance to a numerical mark. The attribute attached to each range of marks are set out in more detail in the Appendix.

Judgement of performance	Mark
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

5.5.2 College Academic Committee may maintain a higher level of performance as a minimum requirement in areas judged more appropriate to their own settings and nature of education/training.

However, such judgments will be rescaled to the above levels for the final award from the University.

5.5.3 These judgments and the related marks should be used in a consistent fashion at all levels of assessment whether it is judging a student's overall performance; a level's performance, a module mark, or a piece of assessed coursework. This will ensure a consistent measure of quality at all stages of a student performance.

5.5.4 If appropriate, examiners may adjust the raw marks attained by students in individual subjects, but the basis of the scaling must be reported to the Board of Examiners who may endorse the scaling.

## **5.6. Decisions by Programme Board of Examiners**

5.6.1 The Board of Examiners shall, in the light of the University's general assessment regulations and the programme specific regulations, determine, for each module, the mark to be assigned to each student's performance and, in the case of a student failing a module, reassessment shall be conducted to continue on the course or scheme.

5.6.2 The decisions available to the Board of Examiners on progress and award shall be:

- a. continue – passed all assessments
- b. continue after reassessment
- c. required to repeat the entire level (semester) before continuing
- d. no reassessment allowed – required to withdraw from course

5.6.3 Boards of Examiners have discretion to make decisions in the absence of complete assessment information in the following circumstances:

- a. it is established to the satisfaction of the Board of Examiners that a student's absence, failure to submit work, or poor performance in assessment for an award is due to illness or other valid documented cause,
- b. the Board of Examiners is satisfied that there is enough evidence of the student's achievement, or evidence is subsequently obtained.

5.6.4 Decisions made in the absence of complete information must aim to ensure consistency of standard and equality of opportunity for the student under consideration as compared with his/her peers. The student must not be put in a position of unfair advantage over other candidates for the award. The Board of Examiners has a duty to gain as much information about the candidate's ability and performance as possible before making decisions.

### **5.7. Assessment of a Module**

- 5.7.1 It is ideal that the assessment of a module be done with continuous assessment carrying 60% weight and semester end examination carrying 40% weight within the semester.
- 5.7.2 To pass a module a student must secure a minimum of 50% aggregate from the aggregated continuous assessment and semester end examination.
- 5.7.3 To be eligible to sit in the semester end examination, students should have secured 40% in aggregated continuous assessment of each module.
- 5.7.4 A student who fails to obtain 50 % in the Final Examination will be considered failed in that module and shall appear for reassessment if the number of modules failed does not exceed two modules even when the overall aggregate is 50 % or more.
- 5.7.5 Reassessment in such cases will be on the component in which the student has failed to obtain 50 % mark.
- 5.7.6 A student will be awarded a mark of zero for non-submission of a component of course work.
- 5.7.7 A student who has been absent from the examination or who has performed badly due to illness or other cause acceptable to the Board of Examiners shall be allowed to take the examination and it shall be treated as a first assessment.

### **5.8. Reassessment and Repeat of a Module**

- 5.8.1 Reassessment is permitted to allow a student to make good an initial failure. It thus offers the student an opportunity to succeed in passing modules, and ultimately to gain an award.
- 5.8.2 A student may be re-assessed in a failed module provided that he or she:
- a. shall not be reassessed in more than 2 modules in a level irrespective of the size of the module.
  - b. shall not be reassessed in a module more than once other than when the module is repeated
- 5.8.3 The Board of Examiners shall decide on the form of the reassessment (e.g. written examination, viva voce, or an additional assignment), taking cognisance of the nature of the failed module and the nature of the failure. This may differ from the format of the first assessment and need not be the same for all students.
- 5.8.4 Reassessments should take place on completion of the module and before the commencement of the next session.
- 5.8.5 A student who is reassessed for a module failure, where there are no clear extenuating circumstances, shall be awarded not more than 50% on passing the reassessment, this being the



minimum passes mark.

5.8.6 Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.

5.8.7 A student who fails in more than 2 modules in a semester will be treated as failed and may repeat the semester as a private candidate without stipend (*6th CNR Workshop 2004*).

### 5.9. Existing College Guide on Progression

5.9.1 Formal decisions on promotion of students to the next semester will be taken by the Programme Board of Examiners and endorsed by the College Academic Committee.

5.9.2 The concerned module teachers will submit the continuous assessment marks to their respective Programme Leaders for compilation. The Programme Leaders shall then determine whether there are students who fail to meet the minimum 40% requirement (see clause 5.7.3). The student will not be allowed to sit for the final examinations in that particular module and a notification to that effect must be served at least one week before the final examinations.

5.9.3 The marks forwarded to the Programme Board of Examiners meeting will be discussed and the progression rules of the WAL applied. It takes into consideration the overall performance of the students, his/her behaviour, and the chances later on to fulfil the expected career prospect of a given programme.

5.9.4 The marks for the semester final examination will be displayed only after the College Academic Committee endorses it.

5.9.5 Reassessment results will be checked by a committee comprising of the Dean of Academic Affairs as the Chairperson, the respective Head of the Department, Programme Leaders and the concerned module teacher. The student who fails to pass in any one of the reassessment will be treated as failed as per the provisions of the reassessment rules (Clause 7.5.2 of WAL).

### 5.10. Final results and Awards

5.10.1 To gain an award, a student must normally be a registered student at the University for at least one academic year.

5.10.2 The overall mark at the end of each year is the mark awarded for each module in that year weighted by the proportional size (or credit value) of that module. This can be expressed by the equation:

$$\text{Overall marks} = \frac{\text{Sum of (module mark} \times \text{credit value)}}{\text{Sum of credit value of all the modules}}$$

As an example, a student gains 50% in subject A (credit value 2) and 80% in B (credit value 1). His overall mark will be  $(2 \times 50 + 1 \times 80) / (1 + 2) = 60\%$ . This system of calculation is similar to the grade point average system but avoids the inherent statistical inaccuracies introduced in that system.

5.10.3 The overall mark for a student at the end of a programme should be designed to reflect his or her entire performance throughout the period of study. The final mark should be a combination of the overall mark of all the years weighted in the following manner:

2-year programme	30:70
3-year programme	20:30:50
4-year programme	10:20:30:40

### **5.11. Staff Responsibility to Students in Assessment**

5.11.1 Assessment of students' skills and knowledge will be both fair and appropriate to the module. At the start of each academic year (or semester for single semester modules), students will be provided with a schedule of assessments for each module so that the candidate will be able to plan their workload.

5.11.2 Assessments will have submission deadlines attached to them and penalties levied if the deadlines are not met. In a like manner, work submitted on time will be returned to the student marked within three working weeks, with written comments, where appropriate, on how to improve performance.

5.11.3 The standards that are expected of any piece of work will be clearly specified as will the weighting of each of the assessments that counts towards students' overall mark at the end of the year.

## **6. Examination Regulations**

The examination regulations were adopted by the 7th Academic Board in April 2006. It covers the examination timetable, examination hall and the conduct of the examination. The internal college examination guidelines are also retained as found relevant to CNR.

### **6.1. Introduction**

6.1.1 The regulations on examination should be read in conjunction with the regulations on assessment (D1) of WAL.

6.1.2 The term "examination" shall refer to the end of module assessment associated with a programme of study (not to continuous assessments occurring during such programmes). Its form typically involves a written or oral examination, but may involve other forms such as assessment of

laboratory exercises or coursework or project work, examination of dissertations or any such similar activity or academic exercise which may be approved or prescribed by the Academic Board in respect of any programme of study.

6.1.3 Only registered students who have satisfactorily attended or otherwise pursued a programme of study approved by the Academic Board and who have completed satisfactorily all programme requirements shall be admitted as candidates to the examinations or other tests of attainment.

6.1.4 It is the responsibility of each candidate to ensure that she/he is familiar with all relevant module and programme regulations and examination requirements.

## **6.2. Registering for Examinations**

6.2.1 All students who

- a. are duly registered with a college of the University,
- b. are in good financial standing with the College,
- c. are not debarred from examinations for any reason and who fulfil the requirements set out in above,
- d. are automatically registered as candidates for semester examinations each year.

6.2.2 A student with less than 80% attendance will not be allowed to sit for the final examination.

6.2.3 Candidates who are unsuccessful in their initial examinations in any year and who are permitted by the relevant Board of Examiners to present for repeat examinations in that year are required to inform the College of their intention to present for the repeat examinations. Candidates should normally repeat failed modules at the next available opportunity.

## **6.3. Examination Timetable**

6.3.1 The Examination Timetables will be displayed on the College's web and/or on notice boards easily accessible to all students. It is the candidate's responsibility to ensure that he/she is aware of the date, time and venue of his/her examinations.

6.3.2 The Examination Timetables will be displayed approximately two weeks in advance of the examinations.

## **6.4. Examination Hall**

6.4.1 Every examination room should be adequately manned by invigilators. A Chief Invigilator should be appointed with the remit to oversee and coordinate the examination invigilation. Chief Convener will also work as Chief Invigilator during the examination period.

6.4.2 Each candidate should be present fifteen minutes before the commencement time of an examination but should not enter the examination hall until asked to do so by the Invigilator.

6.4.3 No candidate may leave the examination hall during the first hour or during the last ten minutes of the examination.

6.4.4 No candidate will be admitted to the examination hall more than half an hour after the start of the examination. In exceptional circumstances, however, and provided that no other candidate has withdrawn and left the examination room, a candidate may be admitted later, at the discretion of the Chief Invigilator.

6.4.5 Candidates will not be permitted to commence writing on answer books until the Invigilator instructs them to do so. Writing on answer books prior to the start of the examination will be treated as a breach of examination regulations.

6.4.6 No food or drink is permitted in the examination hall.

6.4.7 Each candidate will sit at the desk indicated by the Invigilator or indicated on the notice board at the examination hall entrance.

6.4.8 Candidates must leave their current student identity cards visible on their desks for the purpose of checking, without undue disturbance, after the start of the examination. Candidates must have a current student identity card at all examinations.

6.4.9 The Invigilator will advise all candidates how to complete the cover sheet of the answer book and indicate whether one or both sides of the paper may be used and whether name or registration number/index number should be used. Candidates should read the instructions at the head of the question paper before starting work.

6.4.10 Candidates may not use dictionaries and other reference books or notes unless expressly approved by the College through the relevant programme board. A list of such approved texts will be advised in advance. Mathematical/statistical tables, if required, will be supplied. Mathematical/statistical tables are the property of the College and, under no circumstances should they be removed from the examination hall. Candidates found in possession of these tables outside the examination hall will be deemed to be in breach of the Examination Regulations. Candidates may not bring their own mathematical/statistical tables into the examination room.

6.4.11 It is the responsibility of each candidate to ensure that he/she has an adequate supply of pens, pencils, ink, etc., required for an examination. The borrowing of such materials will not be permitted during an examination. Candidates may not bring blank paper into the examination hall. All papers

will be supplied by the Invigilators.

6.4.12 Approved models of personal standard scientific calculators may be used except in circumstances where their use is expressly forbidden. Programmable or text storing calculators are not permitted. Candidates are required to record on their answer booklet the make and model of calculator used. It is the responsibility of each candidate to ensure that his/her calculator is in working order.

6.4.13 Candidates are not permitted to bring mobile phones or any electronic equipment, other than a standard scientific calculator, into the examination hall.

6.4.14 Candidates wishing to leave the examination hall temporarily may not do so unless accompanied by an Invigilator. In any event, no person may enter or leave the examination hall without the Invigilator's permission.

6.4.15 A candidate must not on any pretext whatsoever speak to or communicate with any other candidate; such communications will be regarded as a breach of the Examinations Regulations. If a candidate needs to ask a question or obtain an extra answer booklet, he/she should raise his/her hand and one of the Invigilators will attend to him/her.

6.4.16 At the end of the examination, each candidate must remain in his/her place until an Invigilator has collected his/her answer book(s), the answer books have been checked, and the Invigilator has announced that candidates may leave the examination hall. It is the responsibility of each candidate to ensure that his/her answer booklet(s) are handed to the Invigilator.

## **6.5. Guide on Conduct of Examination**

6.5.1 The Final Semester Examination will start from 8.20 A.M. to 10.30 A.M. in the morning and 1.20 P.M. to 3.30 P.M. in the afternoon for duration of 2 hours for theory examination with 10 minutes reading time exclusively of writing time.

6.5.2 The concerned module teachers will prepare the question papers and submit to the PBE two weeks in advance and shall undergo moderation to check the quality and standards. The final moderated question papers will be submitted to the Examination Cell.

6.5.3 The concerned examination invigilator will collect the question papers from the Examination Cell and conduct the examination in the respective examination halls as arranged by the Examination Cell.

6.5.4 The Examination Cell will coordinate sitting arrangement for the examination.

6.5.5 The classroom will be maintained under lock and key. The concerned examination invigilator shall hand over the keys to the Examination Cell after the exam.

6.5.6 All teachers should hand over the individual module marks to the Programme Leaders for result compilation.

6.5.7 All teachers of common modules shall compile the marks department wise and submit to respective Programme Leaders for result compilation.

6.5.8 All invigilators shall wear soft soled/heeled shoes during the supervision hours in order not to disturb the students.

6.5.9 The Chief Invigilator will make a public notification on the timing of opening and closure of examination halls.

6.5.10 A student caught in the act of copying (including talking with friend/using written materials) will be expelled from the exam hall and considered Failed in that module.

### **6.6. Absence from an Examination and Illness during an Examination**

6.6.1 An invigilator will come around with the examination attendance sheet to note the attendance of candidates appearing for the examination.

6.6.2 If a candidate is absent from the examination, a detailed explanation must be submitted to the Chief Invigilator immediately, together with a medical certificate if the absence was due to illness. Details of all such absences shall be reported immediately to the Chairperson of the Programme Board of Examiners and subsequently to the relevant Programme Board of Examiners.

6.6.3 A candidate who is absent from an examination without an acceptable excuse and proper documentation evidence will receive zero mark for that examination paper.

6.6.4 A distressed or ill candidate may be permitted to leave the examination hall temporarily during an examination, accompanied by an Invigilator, and subsequently return to complete the examination, provided the continuity and quality of supervision is not affected. The Invigilator may, following consultation with the Dean of Academic Affairs, and the Programme Leader if deemed necessary, give a time extension to such a candidate at the end of the examination equal to the period of absence, or arrange for such a candidate to complete the examination in a separate room under separate supervision.

### **6.7. Provisions for Candidates with Disability**

6.7.1 The Programme Leader should arrange for additional services for disabled students during their examinations. If required, specific reasonable adjustments will be made to enable disabled students to sit examinations, including any written, practice or oral examination. Candidates that have a

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

### **6.8. Breaches of Examination Regulations**

6.8.1 A candidate who is found to have unauthorised materials in his/her possession in the Examination Hall shall be deemed to be in breach of the Examination Regulations. Any written or printed materials not written on official answer books or electronic devices containing text shall be considered to be unauthorised materials.

6.8.2 The unauthorised materials, together with the candidate's student identity card, shall be removed and retained by the Invigilator who shall make a written report to the Chair of the College Academic Committee. The candidate shall be allowed to complete the examination.

6.8.3 A candidate alleged to be in breach of the Examination Regulations shall be referred to the College Disciplinary Committee in advance of the relevant Programme Board of examiners meeting and a report from the Disciplinary Committee shall be placed before the Board. The Disciplinary Committee's report shall make a precise recommendation to the Board.

6.8.4 A candidate found to be in breach of Examination Regulations may have all written examinations of that semester declared void. Such candidates may be permitted to present for that semester examinations in the next round of the relevant semester examinations. (This paragraph should be read in conjunction with paragraph 6 under Section C1 of the Wheel of Academic Law).

### **6.9. Communication of Examination Results**

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

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

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



## 7. Academic Dishonesty

This chapter deals with different forms of academic dishonesty and procedure for dealing suspected cases. It was adopted by the 7th Academic Board in April 2006. It should be read in conjunction to Assessment regulation.

### 7.1. Introduction

The maintenance of fair and honest conduct is an essential part of any assessment system. The University views any form of academic dishonesty as a serious offence and will deal with it accordingly.

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

7.1.1 If a student is found to have cheated or attempted to gain an unfair advantage, the Board of Examiners has authority to deem the student to have failed part or all of the assessment and to determine whether or not the student shall be permitted to be re-assessed. 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 University's disciplinary procedure and can result in a student being required to leave the University.

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

## **7.2. Right of Appeal**

7.2.1 A student has the right to appeal against the finding or penalty imposed by a Board of Examiners on the following grounds only:

- a. New and relevant evidence which the student was exceptionally unable to present to the meeting with the Programme Leader and the subject tutor.
- b. Irregularity of procedure in the recommending and/or the making of the decision appealed against.

7.2.2 A student may appeal to the Academic Appeals Committee of the University against the finding or penalty imposed by the Board of Examiners.

7.2.3 An appeal must be lodged in writing with the Secretary to the Academic Appeals Committee (Chief Invigilator) within 14 days of the date of the decision appealed against and must be based on the one or both of the grounds specified under the section "Right of Appeal".

7.2.4 Students have the right to appeal the decisions of a Programme Board of Examiners and they may do as per the provisions of the WAL (D1, Clause 12; pp 94).

7.2.5 Students lodging an appeal will be required to submit a nominal fee of Nu. 1000/- (subject to periodic review) with their appeal documentation. The appeal fee is non-refundable.

## 8. Hostel Administration

There are three campuses: Dekidling campus (comprises of Residence Block 1, 2 and 3), Gawaling campus (comprises of Residence Block 4 and 5) and Choekhobling campus (Lower Hostel).

### Dekidling Campus



### Gawaling Campus



### Choekhobling Campus



The College Hostel Administration should be read in conjunction to RUB Student Accommodation Policy 2021:

8.1 Students will keep their hostel rooms, sanitary installation and premises clean, look after the furniture and other facilities provided to them. Residence Life Award will be awarded annually to the best residence based on the three themes: cleanliness inside the hostel, surrounding aesthetics and team building through Cultural Bonanza.

8.2 Students will maintain the internal wiring and fitting without modification for reasons of safety and to avoid damages.

8.3 To avoid fire hazard and maintain hygiene, students will avoid cooking in the room. Self-catering cooking is allowed only in the designated room (in kitchens in upper hostels).

8.4 Students will inform the Student Service Officer for any maintenance service they require in the hostel rooms or fill up the maintenance form available in the college website and submit it to the Estate Manager.

8.5 Students will keep away from unhealthy habits of consuming and storing alcohol, psychotropic or habit-forming substances in the hostel and academic complex.

8.6 The college has adopted the policy of zero-tolerance to alcohol and drugs; therefore, students who are caught under the influence of alcohol, psychotropic or habit-forming substances will be subjected to disciplinary action irrespective of whether they create problems or not.

8.7 Students are not allowed to keep pet animals in their rooms, as it is unhygienic and to avoid transmission of zoonotic diseases like scabies, ringworm, rabies and other diseases.

8.8 Students are required to be within the hostel premises after dinner and in their rooms by 8:00 P.M. They will observe a silent study period from 8:00 P.M onwards.

8.9 Guests may be entertained in the hostel rooms during the day on week end only with prior permission from the respective Student Service Officer.

8.10 Students will hand over the room along with the furniture and other facilities according to the inventory list to the Student Service Officer at the time of leaving the college.

8.11 Students will attend the Saturday morning social work from 8.30 to 10.30 AM. They can avail of leave only after the Social Work [see clause 3.1.5 for the consequences].

8.12 Students will dry their clothes only on the cloth-lines provided by the college.

8.13 Students are required to keep the hostel window sills and corridors free of shoes and clothes so as to maintain the wooden structures in lower hostels.

8.14 Gambling of any kind is strictly prohibited in hostels.

8.15 In keeping with the regulations of the country, the campus is a smoke-free zone.



- 8.16 A male student will not visit a female student's room and vice versa.
- 8.17 A Student who has his/her spouse within the college premises or in the neighbourhood is required to stay outside the hostel as a day scholar.
- 8.18 A married student seeking accommodation outside the hostel should produce the court marriage certificate.
- 8.19 A pregnant student will inform the management and take medical leave from the college for the particular semester. She will be permitted to join only after the delivery and when found fit.
- 8.20 Pregnancy not reported within 3 months but detected later will result in the expulsion of the student from the college.
- 8.21 An unmarried student who is pregnant will be expelled from the college. If the male is a student from the College, he will be allowed to continue his study however; marriage certificate needs to be produced to protect the female student's future and ensure that the male student does not leave her out without father for her child.
- 8.22 A pregnant student during the Field Attachment/Internship programme will inform the management and take medical leave from the College for that particular attachment. She will be permitted to join and continue the course at her own cost for that particular attachment only after the delivery and when found fit.
- 8.23 All students, irrespective of their seniority have equal rights, privileges and access to the college facilities. Students are expected to respect individual rights and treat each other with dignity. They will avoid all forms of violent behaviour that are likely to jeopardise interpersonal relationships and lead to legal problems.
- 8.24 Any student vandalizing college property be it in the hostel, academic blocks, or any property part thereof shall invite student(s) involved to be sent for suspension depending on the gravity of the offence and bear the cost of repair of the property within three days of damages.
- 8.25 Students shall refrain from the use of personal conveyance within the College premises unless authorized by the Hostel Management Committee.
- 8.26 The students irrespective of either pre-service or in-service will not be allowed to bring vehicles to the campus.
- 8.27 The Hostel Management Committee comprises of Dean of Student Affairs, Student Service Officer, Estate Manager, Finance Officer, members of CETA including all the Residence Councilors

shall look into the management of hostel and deliberate issues related to the hostel.

## **9. Student Mess Management**

9.1 Students will manage their own mess.

9.2 Students residing in lower campus will eat in a common mess and pay for their meals from the stipend. Students who repeat the semester at their own cost and want to be in the hostel will make an advance deposit of Nu. 5100/- (or as may be revised from time to time) to cover the cost of food and lodge.

9.3 The dining hall will observe summer and winter meal timing and will be closed after the meal hour.

9.4 Students will eat all their meals in the dining hall except on Saturday afternoons. Food can be taken to the hostel rooms with approval from the Student Service Officer only for those who are sick and unable to come to the dining hall.

9.5 Students will be provided with transportation for mess shopping as and when available.

9.6 Excepting mess committee members, students may not enter the kitchen.

9.7 Students will keep the dining tables clean, arrange the chairs and sweep the floor after every meal before leaving the dining hall.

9.8 The host student will inform the mess secretary and arrange food for his/her guests and will also be responsible for settling the payment for food.

## **10. Student Leave Entitlements and Procedures**

10.1 Students will be entitled to annual vacation and holidays as per the academic schedule of the College.

10.2 Following registration for a programme at the beginning of each semester, students' leave will be approved by the Dean of Students Affairs for any matter and Head of Department (HoD)/Programme Leader (PL) of the respective department and Student Service Officers must be intimated.

10.3 While going out on weekends and government holidays, students will obtain prior approval from the Student Service Officer and leave information about their whereabouts with the Student Service Officer.

10.4 Student must apply for leave (10.2 and 10.3) through RUB IMS and duly approved by the Dean of Student Affairs or the respective Student Service Officer.

10.4 Students leave during semester planning week, examination and result evaluation will be approved

by the Dean of Student Affairs. Such leaves should be intimated to the Accounts section for necessary action.

10.5 Students availing leave for more than a week at a stretch due to bereavement of direct dependents will need to obtain approval from the Dean of Student Affairs and intimate HoD/PL accordingly for information.

10.6 Students shall not be allowed for leave before two weeks of examination date.

## 11. Dress Code

Students are required to strictly observe the national dress code as norms of the Bhutanese etiquette and the following are some specifics of the dress code procedures to be followed at the college.

11.1 Students are required to wear *Gho* and *Kira* in the classrooms, mess, and offices during office hours. International students may come in their **formal costumes** or if preferred in *Gho* and *Kira*. Females students shall wear full *Kira* on Mondays when there is assembly.

11.2 The field practical uniform is allowed only in the field duty / practical.

11.3 Students will always be in formal dress while visiting the offices, library, and computer room during office hours.

11.4 Students going for outings during office hours must wear *Gho* and *Kira* or *Field dress*. During the Government holidays and weekends, students can go in any comfortable or smart-casual dress

11.5 Failure to observe clauses 11.1 through 11.3 will be deemed as a serious offense to the college decorum and the law of the kingdom, and will be dealt with accordingly.

## 12. Offense and Penalties

The offenses and penalties shall be read in conjunction with the RUB Student Code of Conduct and Ethics 2018. Some of the pertinent offenses and sanctions are as follows:

### 12.1. Offense Category

#### 12.1.1. Disorderly conduct

A student shall be guilty of the offense of disorderly conduct if he/she engages in conduct that incites or threatens to disrupt the normal operations of the University and infringes on the rights of other individuals.

#### 12.1.2. Refusal to comply and identify

A student shall be guilty of the offense of refusal to identify and comply if he/she willfully refuses to or falsely identifies oneself or willfully failing to comply with a proper order or summons by authorized



University official(s).

#### 12.1.3. Sexual misconduct

The College has a Zero Tolerance to Sexual Misconduct. A student shall be guilty of the offense of sexual misconduct if he/she makes any unwelcome physical, verbal or non-verbal abuses of sexual nature.

#### 12.1.4. Unauthorized use of University facilities

A student shall be guilty of the offense or unauthorized use of University facilities and services if he/she wrongfully uses University properties or facilities without prior approval.

#### 12.1.5. Unauthorized access

A student shall be guilty of the offense of unauthorized access if he/she accesses the university property, facilities, services, or information systems without authorization.

#### 12.1.6. Consumption of Alcohol

A student shall be guilty of the offense of consumption of alcohol if he/she consumes alcohol or any intoxicating beverages.

#### 12.1.7. Unauthorized possession or use of drugs

A student shall be guilty of the offense of unauthorized possession or use of drugs if he/she possesses or use drugs illegally.

#### 12.1.8. Unauthorized association

A student shall be guilty of the offense of unauthorized association if he/she engages in the formation of the group(s) with ulterior motives that would create disharmony in the community.

#### 12.1.8. Theft and vandalism

A student shall be guilty of the offense of theft and vandalism if he/she engages in unauthorized possession of public or private properties, embezzlement, damage to properties or facilities, and wrongful sale or gift of that property.

#### 12.1.8. Ragging/Bullying

A student shall be guilty of the offense of ragging if he/she engages in any disorderly conduct, whether by verbal or written causing shame or embarrassment that adversely affects the psyche of the other student.

#### 12.1.9. Rioting

A student shall be guilty of the offense of rioting if four or more persons in a course of disorderly and violent conduct or demonstration create a grave risk of disturbing the peace on campus.

#### 12.1.10. Threatening, harassing or assaultive conduct

A student shall be guilty of the offense of threatening, harassing, or assaultive conduct if he/she engages in conduct that endangers or threatens to endanger the health, safety, or welfare of another person.

### 12.2. Sanctions

12.2.1. Violation of any of the clauses under these Rules and Regulations will lead to any of the following penalties.

1. Community services
2. Warning in writing
3. Suspension
4. Expulsion

12.2.2. Based on the nature of violation, College Disciplinary Committee (CDC) can decide on other forms of appropriate penalties which are not mentioned in 12.1 (amendment endorsed by 227<sup>th</sup> CMC on 3<sup>rd</sup> March 2016).

12.2.3. No one will be exempted from social work except under medical reasons and therefore even those who obtain prior leave should be prepared to do the same amount of work upon their return.

12.2.4. For any damage of college properties, students will bear the cost of repair/ replacement.

12.2.5. For specific cases, the students will be dealt with RUB Student Code of Conduct and Ethics (2018). The document can be found on the college website at [www.cnr.edu.bt](http://www.cnr.edu.bt).

### 13. Requirement of Student Personal Items

Students will require to bring the following items when they are reporting to the college:

**Students admitted in the programmes of:** B. Sc. Sustainable Development, B. Sc. Environment and Climate Studies, B. Sc. Food Science and Technology, B. Sc. Organic Agriculture:

1. Kabney/Rachu
2. Gho/Kira
3. Sports outfit
4. Beddings (including mattress, Quilt/Blanket, Pillow with covers)
5. Cooking utensils (Rice & Curry cooker/Boiler/ plate & mugs, cups, spoons, ladles)
6. Mosquito net
7. Toiletry Items (Tooth brush with paste, soap with case and others)

8. Bucket with jug
9. *Patang* (knife) for men/sickle for ladies
10. Spade (medium sized) without handle

**Students admitted in the programmes of:** B. Sc Agriculture (Nested Diploma), B. Sc Animal Science (Nested Diploma) and B. Sc Forestry (Nested Diploma)

1. Kabney/Rachu
2. Gho/Kira
3. Sports outfit
6. Beddings (Including mattress, Quilt/Blanket, Pillow with covers)
4. Mosquito net
5. Toiletry Items (Tooth brush with paste, soap with case and others)
6. Bucket with jug
7. *Patang* (knife) for men/sickle for ladies
8. Spade (medium sized) without handle

#### **Requirement of Field Training Equipment**

In addition to items listed above students must bring the following items for field visits and excursions.

1. Haversack / Rucksack
2. Sleeping bag
3. U-foam mattress
4. Rain coat and Gumboots
5. Working/Field dress (*Green coloured trousers and shirt, arrangement will be made after registration for the programmes at the college, each student will pay the cost of working dress*).

#### **14. Student Scholarship and Allowances**

14.1. Students will be paid monthly stipend at the rate prescribed by the government to meet the cost of food and lodging as per the in-country training guideline issued by the government from time to time.

14.2. Self financed students may pay their annual tuition fees at the beginning of each semester in two installments if they are not in a position to pay it at once.

## **15. Student Support Services and Facilities**

### **15.1. Introduction**

The College clubs as enshrined in their roles and responsibilities will conduct recreational/entertainment activities (cultural programmes etc.), organise literary activities (debate, quizzes etc.) as drawn in the annual calendar.

### **15.2. Student Privileges to Games and Sports**

Students of CNR should be given privilege to any games and sports facilities prior to anyone. CNR has outdoor games facilities for volleyball, basketball, badminton, archery and football. CNR organizes several pick-up tournaments within the valley besides inter-class/batch tournaments. There are also several indoor game facilities like chess, table tennis and carom provided to students.

### **15.3. Cultural Activities**

Several musical instruments catering to modern and traditional music are available for students. Welcome and return cultural shows are regular calendar activities staged by the students. Students are also encouraged to organise fund raising cultural programmes for good causes.

### **15.4. Literary Activities**

The literary activities such as debate, quiz, extempore speeches are the annual features of the college and are featured in annual calendar.

### **15.5. Welfare Scheme**

For the benefit of staff and students, CNR welfare scheme has been operational ever since the establishment of the College. Monthly contribution from members, fines, donations, and fees generated from services are the sources of fund. Every student is a member of CNR Welfare Scheme and will contribute a prescribed amount of money towards the scheme every month.

### **15.6. Grocery**

In a small community village, a privately operated grocery caters the basic supplies to staff and students both at the lower campus and the upper campuses.

### **15.7. Cafeteria**

Tea and snacks, fast food and ordered food for gatherings, meetings, and workshops are catered from

the wet canteen which is operated privately both at lower and upper campuses.

### **15.8. Computer Laboratory**

Students have access to computer laboratory called *Info-top* where student can browse learning and reading materials from internet but not the one which is exclusively set aside for teaching any computer or IT related lessons. The *Info-top* lab will remain open till 10 pm. The facility will not be used for entertainment including audio and visuals. Students found violating the prescribed rules of usage as listed below is subject to consequences and will result in permanent forfeiture of access to the facility. Students are not permitted to:

- use the computers for displaying, storing or distributing matter that may offend others (e.g. pornographic or racist matter);
- install, use or distribute illegal copies (pirated copies) of licensed software;
- change the operational mode of the computers. The computers must remain switched on and must not be switched off unless instructed specifically;
- take away furniture and other pieces of computer equipment from the computer labs unless asked by the faculty staff;
- smoke, eat and drink in the computer laboratory;
- fiddle with the computer cables and power sockets connected to the computers without seeking assistance from IT LAN administrator (during class hours) or member on duty (MOD) after class hours.
- engage in activities that will disturb other people in the computer labs such as listening to music with high volume and chatting;
- play any sorts of computer games, chat, or download movies and music in the computer labs;
- enter and use computer labs without a valid user account;
- enter in casual dress during office hours or without a student identity card;

### **15.9. Library Privileges**

All students must register in the library in order to be granted the borrowing privileges. Upon registration, the college will provide a library card, loss of a card must be reported to the Circulation Desk without delay and Users will be issued new replacement cards with a nominal charge. Lending and borrowing rules are:

- Students are allowed to borrow three items/books at a time for the duration of two weeks. The items borrowed can be renewed up to a maximum of two times.
- In order to get the items renewed one must bring the items to the library.
- A student must use his/her full signature, which should be similar to the one he/she has signed on his/her library card.
- Students must ensure that library materials are in proper condition when returned. Library staff may reject materials if some of the pages are missing, torn or mutilated.
- 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 programme.
- The library charges fines and fees for overdue, lost, and/or mutilated library materials.

#### *15.9.1. Library Norms*

- All the personal belongings must be left outside the library in the rack located at the entrance.
- Only papers and pencils to scribble the reading notes are allowed in the library.
- Drinking, eating, chewing, are prohibited inside the library.
- Distracting activities such as chatting, dating, laughing, humming should be avoided.
- Suggestions for improvement of library services may kindly be written on a piece of paper and put it the suggestion box.
- Library items must be handled with utmost care and respect.
- Material must be returned by due date to make it available for others; material may not be transferred to or borrowed in the name of other users.
- Students must be responsible for the items that are issued and refrain from sub-lending library items to other people.
- Users should not attempt to re-shelve any library materials. Users should return materials to the Circulation Desk for the library staff to do the re-shelving.

#### *15.9.2. Operational Hours*

Monday to Friday: 8.00 A.M – 7.00 P.M

Weekends & Govt. Holidays: Closed

*15.9.3. Reservations*

- Reservation requests may be made for materials that are checked out to someone else.
- A notice will be sent out to the person who has the requested item, 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 the item.
- Borrowers who do not settle their library overdue fines will have their borrowing privileges suspended.

*15.9.4. Overdue Fines*

Users are fully responsible in checking with librarians the due dates or status of their borrowed books and any materials thereof. Late returning of any materials from the library is subject to payment of fines as prescribed by the borrowing rules.

*15.9.5. Lost Book Charges*

On the loss of library materials, the cost of replacement is charged to the borrower.

**15.10. Television**

TV timing will be from 4:30 P.M until dinner time on week days. On Saturday it will be from 1:00 P.M till 10:00 P.M: On Sunday from 8:00 A.M to 7:00 P.M.

**15.11. Livestock Farms**

The animal science department has dairy, poultry, piggery, and fodder plantation area meant for training purposes.

**15.12. Agriculture Farms**

The Department of Agriculture has research plots, areas of field practical for cereal crops, vegetable and fruit orchard meant for training purposes.

**15.13. Forestry Nursery and Arboretum**

Several plant species are grown in the nursery for students' learning on raising seedlings and nursery management, and an arboretum for identification of plants.

**15.14. Waste Disposal**

Students are required to dispose of all wastes, Khuruthang municipality waste collection truck collects waste once a week, students have to dump waste into truck on designated day in week. Kitchen wastes



should be segregated and disposed into compost pit.

#### **15.15. Guest House**

College has one executive guest house with 16 double bed rooms attached with bathroom and toilet. Two rooms share geyser for hot water. There is one conference hall that can accommodate 30 head of participants. Rents are charged as per the norms set by the college management.

#### **15.16. Laboratory**

For the diagnostic services in plant and veterinary science, laboratories are established with scientific equipment used for training and diagnostic services to local community.

#### **15.17. Transport**

There are three light vehicles and two buses for transportation purposes. Students are not allowed to bring their vehicles. As per the new RUB Student Accommodation Policy 2021, Chapter 4, under the rules and regulations, Section 4.3 Hostel Security, Clause 4.3.4 "**Students shall refrain from the use of personal conveyance within the College premises unless authorized by the Hostel Management Committee**". The students irrespective of either pre-service or in-service shall not be allowed to bring or drive vehicles inside the campus.

#### **15.18. Staff Quarter**

Most of teaching and non-teaching staff reside within the campus residential quarters that accommodate about 60 families, some staff reside outside campus in private houses.

#### **15.19. Student Common Kitchen**

Students can cook private food in a student common kitchen by using personal utensils. This applies only to students residing in the lower campus. The common kitchen is located in between the library and the backside of the lower hostel.

#### **15.20. Prayer Hall**

Evening prayers are performed batch wise in the prayer hall located at academic block by students residing in lower campus, while students at upper campus perform prayer in the multipurpose hall. Several religious items are contributed by alumni and the college.

#### **15.21. CNR Service Shop**

CNR Service Shop is a service-oriented shop managed by students who aim to learn and gain

experience in entrepreneurship. The shop sells vegetables, fruits, eggs, pulses, yogurt, and pickles. It provides service to the self-catering students residing in the upper hostel at a reasonable rate.

Location: Block 5- KR-2

Operational time: Weekdays: After class (5 pm to 8 pm) and Weekends: 9 am to 8 pm.

### 15.22. Dream Treats(Bakery)

CNR Bakery also known as the Dream Treats was inaugurated on 12th September 2021. It is located in Block 2 attic in the upper hostel. The business was set up with an intention to fulfill the needs of CNR students to get bakery goods in-campus and to gain personal experience in running a business. Bakery products such as cake, pizza, doughnuts, and other snacks are made available on a pre-order basis.



Operational time:

After classes and During off days: 9:00am-8:00pm

### 15.23. CNR Saloon

The Saloon is located in Choekhobling campus opposite to the Reprographic Shop. The Saloon is managed by a trained and seasoned barber.

Operation Timing: Weekends 9 am to 7 pm

Weekdays: 4 pm -6 pm



### 15.24. CNR Reprographic Services

Students can find all the printing services(including color printing), photocopy, and stationaries in the shop. The shop caters the services mostly for the students at reasonable price.





### 15.25. CNR Perfect Stitch

CNR Perfect Stitch provides stitching of all kinds of clothes. It is managed by two students and the clothes are stitched by a professional who has experience in tailoring for the last 5 years.

Operational time

After class

During off day: 9 am to 8 pm



### 15.26. CNR Printing Services

CNR Printing Service is a small-scale business officially launched on 31st June 2021 in the upper hostel



campus in the upper hostel so that the students can avail of the services at ease. The business is mainly targeted to the upper hostel students for the printing services and to allow them swift and efficient assistance anytime. Additionally, it caters weighing machine services for the students who want to measure their weights.

Operational Time: 24 hours



### 15.27. Clean Wash Laundry Service

CNR campus has established Clean Wash Laundry Service which sets up and operates coin-operated laundromats on the college campus. The facilities that are provided are unique and first of their kind in the country. The clean wash service assures quality, reliability, and most importantly efficiency. With the rapid digitization of our societies, most of the tedious and unskilled chores are done by machinery.

These services will help to relieve menial chores and to save our time and energy for the most important things. However, students living on the hostel campus do not have such facilities. Therefore, Clean Wash Service will help students on campus save time and energy.

Operation Time: 8:00 AM-8:00 PM;

Charge: Nu:100/10kgs



## 16. Happiness and Wellbeing Center

The Happiness and Wellbeing Centres will be a safe place for the students of the Royal University of Bhutan (RUB) to seek refuge, and it will provide opportunities for the interested students to build skills, enhance insight, and grow resilience, which will all go a long way in preparing them for life. The happiness and wellbeing centre will lead in counselling & wellbeing education, training, and research programmes.



The centres will also cater services related with happiness, wellbeing, and counselling to RUB staff, local community, government, and Non Governmental Organizations. Some of the services that the centres will cater are mindfulness, one-to-one counselling, group counselling, courses on insight, and skill enhancement. The centres will also initiate tailor made group courses on need-based themes such as ‘Being Bhutanese’ ‘Leadership of Self’ & ‘Working with life challenges’ etc.

### 16.1. Target Audience

The centre will cater services to following list of audiences:

- Students
- Staff
- Local Community
- Government Agencies & NGO

- International Community



## 16.2. Role of the Coordinator

- Responsible for overall coordination of centre both for day to day operation and resources.
- Responsible for facilitating short term courses, tailor made sessions, weekly/daily seminars and one to one counselling, group counselling, and referral.
- Responsible in liaising with relevant external agencies (faculty members, students, stakeholders) in enhancing the efficiency of the centre.
- Responsible for development of centre semester action blue print, implementation of the action plan and assessment of the activities (refer annex I for sample).
- Responsible for optimum utilization of the digital platform, and networking with centres at other campuses.

## 16.3. Roles and responsibilities

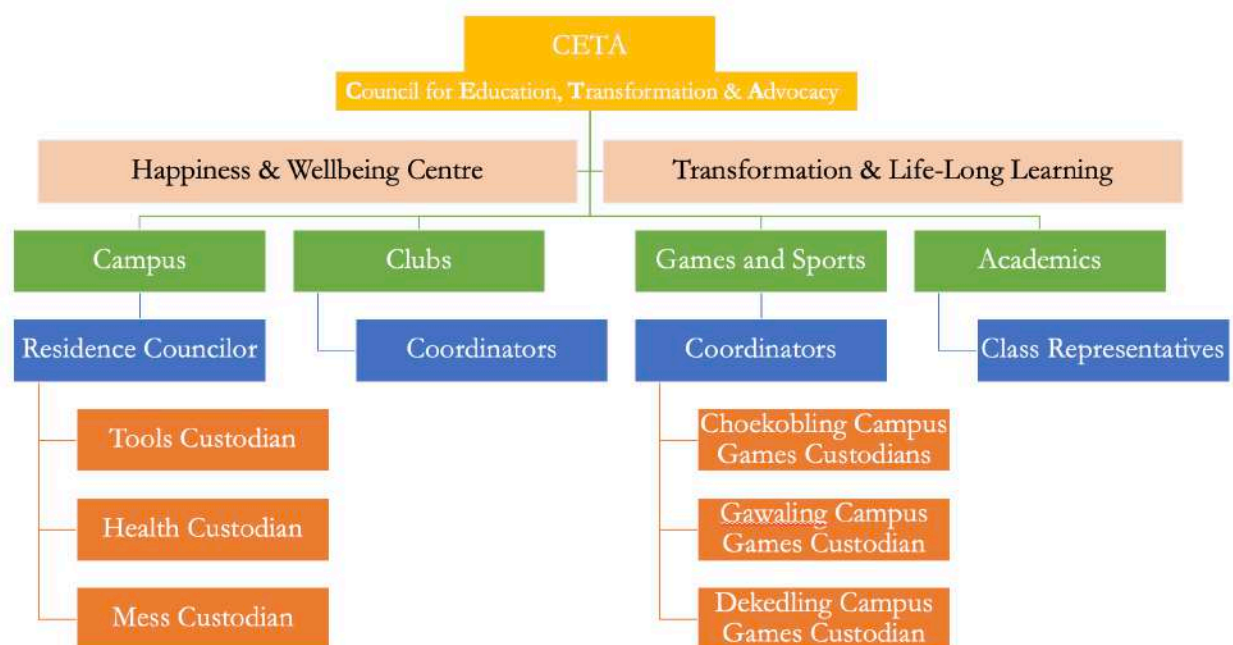
- The centres will offer services aimed towards self-empowerment to enable the individuals to live a life that is meaningful and fulfilling.
- The centres will focus on offering assistance to the individuals who are experiencing challenges in their lives



- The centres will offer mentoring, academic guidance and career counselling.
- The centre will serve as the hub for counselling & wellbeing education, training, and research.
- It also will play a lead role in sustaining the programmes and activities of the other centres at RUB colleges.

## 17. Student body

Council for Education, Transformation and Advocacy (CETA) is an apex administrative organization of students in the College. CETA organizes all the important events and student related activities of the college under the guidance of the management including Morning Assembly, Important National/International Events/Days, Seminar, Debates, Extempore, Residence Life Award, Student Conferences, Life-long Transformation Activities and Advocacies.



All the students are registered member of CETA. Overall, the function and coordination of activities under the Student Centers, Clubs, Residences and Class will operate under the purview of CETA.

The College has three Campuses: Dekedling Campus (Residences Block 1, 2 and 3), Gawaling Campus (Residences Block 4 and 5) and Choekobling Campus (Lower Hostel). Each Block has a Residence Councilor (RC) under which there are Health, Tools and Mess Custodians (wherever relevant) reporting directly to the respective RCs. The College has a Female and Male Games Coordinators each with Custodians each in three Campuses to facilitate quick and timely delivery of resources and services the campus. The Student Executive Board will be the forum for the CETA for all the important meetings pertaining to the student-related administration and functions. The following individuals shall constitute the Student Executive Board:

1. Chief Councilor : **Chair**
2. Deputy Chief Councilor : **Member**
3. Secretary(Any male/female) : **Member Secretary**
4. Treasurer : **Member**
5. Residence Councilor(1 male & 1 Female) : **Member**
6. Club Coordinator(Any 2 clubs) : **Member**
7. Class Representative(1 male & 1 female) : **Member**
8. Games & Sports Coordinator : **Member**

### 17.1.Club formation and regulations

The College clubs as enshrined in their roles and responsibilities will conduct recreational/entertainment activities (cultural programmes etc.) and community services as drawn in the annual calendar. There are 18 registered clubs under the Happiness and Wellbeing Center.

#### Registered Club Lists, August 18, 2021-June 30, 2022

Sl. No	Name of the Club	Registered Members	Club Advisor (Staff)
1.	Rovers	90	Mr. Jigme Sherab
2.	Earth Guardian	130	Dr. Sonam Tashi
3.	Tarayana	317	Dr. Phub Dorji
4.	Y-PEER	130	Dr. Sonam Tashi
5.	Bhutan Toilet Organization	89	Mr. Jigme Sherab & Ms. Sonam Yangki
6.	Arts & Crafts	77	Mr. Pema Rinzin
7.	Druk Clean Pledgethon	93	Ms. Tshering Yangzom
8.	Democracy and Media Club	43	Mr. Pema Rinzin

9.	Entrepreneurship Club	142	Mr. Tashi Dorji
10.	Taekwondo Club	17	Mr. Dawa Tshering
11.	Yoga Club	58	Dr. Sonam Tashi
12.	Cultural & Entertainment Club	90	Mr. Jigme Sherab
13.	Bhutan Kidney Foundation-CNR	215	Mr. Purna Chapagai
14.	Bhutan Cancer Society-CNR	56	Mr. Ugyen Dorji
15.	CNR Karate Club	40	Mr. Dawa Tshering
16.	Food Safety Club	135	Mrs. Anooja Nair
17.	Chaechog Club	52	Mr. Tandin Gyeltshen
18.	Integrity Club	22	Ms. Chogyel Wangmo

## 17.2. Cocurricular activities/events

The college offers several extracurricular activities which includes literary activities, games and sports, life long skills development programmes and certificate courses including the following:

### 17.2.1. Student Leadership Programme

The programme provides students with the opportunity to hone their leadership skills and equip them with attributes to effectively work in teams as they join the world of work. The skill-oriented and experience-acquisition based programme aims to support self-exploration and discovery.

Through this programme, students will be able to reflect on their own leadership style and enhance their competency level in the following areas:

- Providing direction
- Motivating others
- Self-awareness

- Team Building
- Communication and
- Accountability

The programme is a non-credit and co-curricular oriented programme created to develop student's leadership skills outside of their classroom setting. This programme allows students to build their own intentional pathway through the programme to facilitate their commitment to their personal leadership development.

The programme will entail a total of 45 hours of student engagement extended over a period of 15 weeks. There will be one hour of lecture per week followed by student self-learning and exploration of another one hour in each week. The students will be made to reflect, critique and draw insights, which will be shared through presentations. Another one hour per week will be slotted for student presentations.

Participants will be awarded with a certificate of completion towards the end of the programme. However, 90% attendance is mandatory in order to receive the certificate of completion. Participants who miss more than three hours of the entire programme will not be eligible to receive the certificate. For those who are unable to attend classes as scheduled due to extenuating circumstances will be supported through tutorial classes.

#### *17.2.2. Value Education and Mindfulness Programme*

The programme is a non-credit and co-curricular oriented programme created to develop student's leadership skills outside of their classroom setting. This programme allows students to build their own intentional pathway through the programme to facilitate their commitment to their personal leadership development.

The programme will entail a total of 45 hours of student engagement extended over a period of 15 weeks. There will be one hour of lecture per week followed by student self-learning and exploration of another one hour in each week. The students will be made to reflect, critique and draw insights, which will be shared through presentations. Another one hour per week will be slotted for student presentations.

Participants will be awarded with a certificate of completion towards the end of the programme. However, 90% attendance is mandatory in order to receive the certificate of completion. Participants who miss more than three hours of the entire programme will not be eligible to receive the certificate. For those who are unable to attend classes as scheduled due to extenuating circumstances will be

supported through tutorial classes.

### 17.2.3. Personal skill development

A range of topics will be assigned to individual teacher, who will conduct classes during the week end with prior announcement of time, venue and students (Department /batch). Tentative list of topics are as given below:

Sl.no.	Personal skills	Resource Persons	Name of interested student	Program*	Year	Time available to take the class	
						Day**	Time
1	Project proposal writing						
2	Interview skills						
3	Confidence building						
4	Public speaking						
5	Presentation skills						
6	Writing academic reports						
7	Computer skills						
8	Interpersonal skills						
9	Problem solving skills						
10	Organisational skills/ Time management						
11	Leadership skills						
12	Analytical/quantitative skills						
13	CV writing						
14	Critical thinking						
15	Document formating						
16	Reference management using software						
<b>Other skills you want to develop</b>		<b>Resource Persons</b>					
1							
2							
3							

