



STUDENT HANDBOOK



Compiled by: Dr. Tandin Gyeltshen
Dean of Student Affairs

COLLEGE OF NATURAL RESOURCES

Royal University of Bhutan

2025

Contents

1. BACKGROUND	1
1.1 Location	2
1.2 Our Vision	2
1.3 Our Mission	2
1.4 Our Core Values	3
2. PROGRAMME	4
2.1 Post Graduate Programmes	4
2.1.1 <i>Doctor of Philosophy in Climate Studies</i>	4
2.1.2 <i>Masters in Development Practices</i>	4
2.1.3 <i>Masters of Science in Natural Resources Management</i>	5
2.2 Undergraduate Programmes	5
2.2.1 <i>Bachelor of Sciences in Agriculture, Animal Science and Forestry</i>	5
2.2.2 <i>Bachelor of Science in Sustainable Development</i>	6
2.2.3 <i>Bachelor of Science in Environment and Climate Studies</i>	7
2.2.4 <i>Bachelor of Science in Food science and Technology</i>	7
2.2.5 <i>Bachelor of Science in Organic Agriculture</i>	8
3. GENERAL POLICY GUIDELINES FOR STUDENTS	9
3.1. Academic Year	9
3.1.1 <i>Academic Semester Plan Outline</i>	10
3.1.2 <i>Academic Timing</i>	11
3.1.3 <i>Mess Timing</i>	12
3.1.4 <i>Extra-Curricular Activities Timing</i>	12
3.1.5 <i>Social Work</i>	12
3.1.6 <i>Morning Assembly</i>	13

3.2.	Admission and Registration of Students	14
3.3.	General Principle	14
3.4.	Selection and Admission of Students	14
3.5.	Registration to Different Programmes	15
3.6.	Period of Registration.....	15
3.7.	Students with Disabilities	15
3.8.	Attendance	16
3.9.	Award	17
3.10.	Assessment Regulations	17
3.11.	Principles and Purpose of Assessment	18
3.12	Reliability and Validity	19
3.13	Forms of Assessment	20
3.14	Marks and Levels of Performance	23
3.15	Decisions by Programme Board of Examiners	24
3.16	Assessment of a Module	25
3.17	Reassessment and Repeat of a Module	26
3.18	Existing College Guide on Progression	27
3.19	Final results and Awards	28
3.20	Staff Responsibility to Students in Assessment	29
3.21	Examination Regulations	30
3.22	Introduction.....	30
3.23	Registering for Examinations	31
3.24	Examination Timetable	31
3.25	Examination Hall	32
3.26	Guide on Conduct of Examination.....	35
3.27	Absence and Illness during Examination.....	36

3.28	Provisions for Candidates with Disability	37
3.29	Breaches of Examination Regulations	37
3.30	Communication of Examination Results	38
4.	ACADEMIC DISHONESTY	39
4.1.	Introduction	39
4.1.1	<i>Collusion</i>	39
4.1.2	<i>False declaration</i>	39
4.1.3	<i>Falsification of data</i>	39
4.1.4	<i>Plagiarism</i>	40
4.2	Right to Appeal	41
5.	HOSTEL ADMINISTRATION	43
6.	STUDENT MESS MANAGEMENT	47
7.	STUDENT LEAVE ENTITLEMENTS AND PROCEDURES	48
8.	DRESS CODE	49
9.	STUDENT CONDUCT AND PENALTIES	50
10.	INTERNATIONAL STUDENTS	51
11.	HOSTEL REGULATIONS	52
12.	COMPLIANCE AND PENALTIES	54
13.	SANCTIONS	57
14.	REQUIREMENT OF STUDENT PERSONAL ITEMS	58
14.1.	Personal Items Required	58
14.1.1.	<i>National Students</i>	58
14.1.2	<i>International Students</i>	58
14.2	Requirement of Field Work and Practical	59
14.3	Bank account	59
14.4	Practical/Field dress	60

14.5	Requirement of Field Training Equipment	61
14.6	Student Scholarship and Allowances	61
15.	STUDENT SUPPORT SERVICES AND FACILITIES	62
15.1.	Introduction.....	62
15.2.	Student Privileges to Games and Sports	62
15.3.	Cultural Activities	62
15.4.	Literary Activities	63
15.5.	Welfare Scheme	63
15.6.	Grocery and Cafeteria.....	63
15.7.	Computer Laboratory	64
15.8.	Library Privileges	65
	<i>Library Norms</i>	66
	<i>Operational Hours</i>	67
	<i>Reservations</i>	67
	<i>Overdue Fines</i>	67
	<i>Lost Book Charges</i>	67
15.9.	Farms	68
15.10.	Waste Disposal.....	68
15.11.	Guest House	69
15.12.	Laboratory	69
15.13.	Transport	69
15.14.	Staff Quarter.....	70
15.15.	Students' Common Kitchen	70
15.16.	Clean Wash Laundry Service	70
15.17.	Happiness and Wellbeing Centre.....	71
15.17.1.	Target Audience.....	72

15.17.2.	Role of the Coordinator	73
15.17.3.	Roles and responsibilities	73
15.18.	Student body	74
15.19.	Club formation and regulations	77
11.1.1.	<i>Proposal Submission</i>	78
11.1.2.	<i>Sustainability Plan</i>	78
11.1.3.	<i>Club Charter</i>	78
11.1.4.	<i>Advisor</i>	79
11.1.5.	<i>Membership</i>	79
11.1.6.	<i>Probationary Period</i>	79
11.1.7.	Approval Process	79
11.2.	Cocurricular activities/events	80
11.2.1.	Student Leadership Programme	80
11.2.2.	Value Education and Mindfulness Programme	81
11.2.3.	Personal skill development.....	83
12.	CONCLUSION	84

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 June 2003, NRTI was inducted as one of the member colleges of the university on 20 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 (4 years)
- BSc in Sustainable Development (3 years)
- BSc in Food Science and Technology (2+2 years, Diploma Nested)

- BSc in Environment and Climate Studies (4 years)

1.1 Location

The campus is 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 areas 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



Accountability



Professionalism



Community Service



Respect for Others &
Environment



Compassion & Fairness



Responsibility



Creativity & Innovation



Teamwork & Decision-Making



Passion for Learning



Transparency

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 Doctor of Philosophy 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 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.

2.1.3 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.

2.2 Undergraduate Programmes

2.2.1 Bachelor 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 Livestock with the aim of upgrading them from the Diploma to the undergraduate level. 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 project 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 Bachelor of Science in Sustainable Development

The Bachelor of Science in Sustainable Development spans over three years with one semester of research project. 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 Bachelor of Science in Environment and Climate Studies

The Bachelor of Science in Environment and Climate Studies is a four-year undergraduate programme comprising a total of 480 credits, with students undertaking 60 credits per semester. It is specifically designed for students aiming to enter the workforce immediately upon graduation. As such, the programme emphasizes the development of analytical and critical thinking skills essential for professional practice.

To fulfil the graduation requirements, students are required to complete a research project worth 60 credits during the final semester. The programme provides comprehensive coverage of environmental sustainability and climate change issues, focusing on the complex interactions between human systems and Earth systems.

With the increasing global concern over climate change and environmental degradation, this programme aims to equip students with the knowledge and skills necessary to understand and address the implications of these pressing challenges..

2.2.4 Bachelor of Science in Food science and Technology

The Bachelor 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 Bachelor's 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 Bachelor of Science in Organic Agriculture

The Bachelor 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 Organic 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.

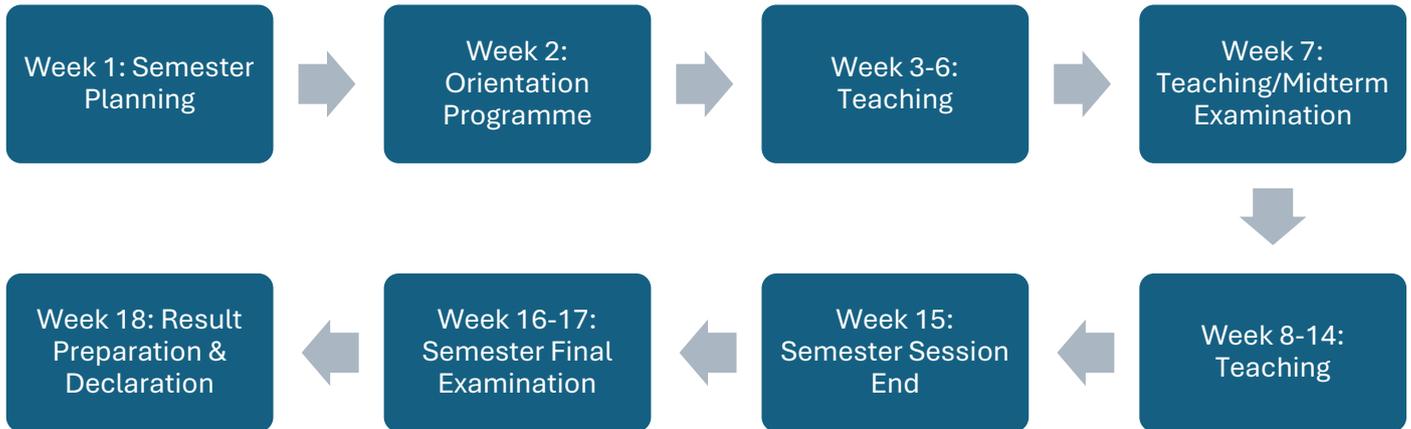
3. GENERAL POLICY GUIDELINES FOR STUDENTS

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. Wednesday evening and 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 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.

Daily Session Schedule	
Time	Activity
08:00 – 09:00 AM	Session I
09:00 – 10:00 AM	Session II
10:00 – 10:15 AM	Break
10:15 – 11:15 AM	Session III
11:15 – 12:15 PM	Session IV
12:15 – 01:15 PM	Lunch Break
01:15 – 02:15 PM	Session V
02:15 – 03:15 PM	Session VI
03:15 – 03:30 PM	Break
03:30 – 04:30 PM	Session VII
04:30 – 05:30 PM	Session VIII

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.

Time	Activity
07:00 AM – 07:30 AM	Breakfast
12:15 PM – 01:00 PM	Lunch
04:15 PM – 04:30 PM	Tea
07:00 PM – 07:30 PM	Dinner (Summer)
06:30 PM – 07:00 PM	Dinner (Winter)

3.1.4. *Extra-Curricular Activities Timing*

Time	Activity
05:30 PM – 06:30 PM	Games
08:00 PM Onwards	Study hours (Students are expected to be in their room.)

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). A student absent for the SUPW will be served with Community Service as deemed necessary by the Office of DSA. 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.

3.1.6. *Morning Assembly*

During the academic session, all staff and students are required to assemble every Monday morning at 8:30 AM. The college regards the weekly assembly as an important institutional practice that fosters unity, promotes national pride, and reinforces the values and ethos of the college. The assembly begins with the singing of the National Anthem, followed by key announcements and instructions for the week. It serves as a platform to keep the college community informed, engaged, and aligned with the pursuit of academic and personal excellence.

Attendance at the Monday assembly is mandatory. Students who fail to attend without a valid reason will be subject to a fine of Nu. 100.00 for the first absence. If the student continues to be absent consecutively, the fines will increase to Nu. 200.00 for the second absence and Nu. 300.00 for the third. For government scholarship students, the fine will be deducted from their monthly stipend, while self-financed students will be required to pay the amount directly.

All female faculty members and students are required to wear full Kira during Monday assemblies. International students are expected to dress in smart and modest attire, preferably with a collared shirt, and are encouraged to wear their national formal dress on special occasions or opt for the Bhutanese national dress.

A student who is absent from the assembly more than three times will be reported to the Student Services Officers (SSOs) and issued a formal warning letter. Continued absences after receiving the

warning will result in the case being referred to the Dean of Student Affairs (DSA) for further necessary action.

3.2. 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. Re-registration every semester and discontinuation of programme will be practised as per admission policy.

3.3. 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.

3.4. 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.

3.5. 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.

3.6. 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.

3.7. Students with Disabilities

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.

3.8. Attendance

Attendance is important for a student's academic progression and essential for the performance of his/her 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.

3.9. 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

3.10. Assessment Regulations

The assessment regulations are as set out in the WAL. The RUB assessment regulation was endorsed by the 5th Academic Board in August 2005 and additional section on Academic Appeals added upon endorsement by the 7th Academic Board Meeting in April 2006. This section has reference to the revised version as recommended by the 10th 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.

3.11. Principles and Purpose of Assessment

- 3.11.1 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.
- 3.11.2 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.
- 3.11.3 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.
- 3.11.4 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.

3.11.5 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.

3.11.6 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.

3.11.7 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.

3.12 Reliability and Validity

3.12.1 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.

3.12.2 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.

3.12.3 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.

3.12.4 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.

3.12.5 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.

3.13 Forms of Assessment

3.13.1 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.

- 3.13.2 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.
- 3.13.3 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 practical, supervised work experience, seminar contributions, oral presentations and viva voces.
- 3.13.4 The module descriptor form and the programme document should specify the relative contribution of continuous assessment and examination to the final module assessment.
- 3.13.5 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.
- 3.13.6 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.

3.13.7 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.)

3.14 Marks and Levels of Performance

3.14.1 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	Marks
Outstanding	80% and above
Very good	70 – 79.9%
Good	60 – 69.9%
Satisfactory	50 – 59.9%
Fail	49.9% and below

3.14.2 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.

3.14.3 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.

3.14.4 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.

3.15 Decisions by Programme Board of Examiners

3.15.1 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.

3.15.2 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

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

3.15.4 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,

- 3.15.5 the Board of Examiners is satisfied that there is enough evidence of the student's achievement, or evidence is subsequently obtained.
- 3.15.6 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.

3.16 Assessment of a Module

- 3.16.1 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.
- 3.16.2 To pass a module a student must secure a minimum of 50% aggregate from the aggregated continuous assessment and semester end examination.
- 3.16.3 To be eligible to sit in the semester end examination, students should have secured 40% in aggregated continuous assessment of each module.
- 3.16.4 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.

- 3.16.5 Reassessment in such cases will be on the component in which the student has failed to obtain 50 % mark.
- 3.16.6 A student will be awarded a mark of zero for non-submission of a component of course work.
- 3.16.7 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.

3.17 Reassessment and Repeat of a Module

- 3.17.1 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.
- 3.17.2 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
- 3.17.3 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.

- 3.17.4 Reassessments should take place on completion of the module and before the commencement of the next session.
- 3.17.5 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.
- 3.17.6 Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.
- 3.17.7 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).

3.18 Existing College Guide on Progression

- 3.18.1 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.
- 3.18.2 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.

- 3.18.3 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.
- 3.18.4 The marks for the semester final examination will be displayed only after the College Academic Committee endorses it.
- 3.18.5 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).

3.19 Final results and Awards

- 3.19.1 To gain an award, a student must normally be a registered student at the University for at least one academic year.
- 3.19.2 The overall mark at the end of each year is the mark awarded for each module in that year weighted by the proportional

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

size (or credit value) of that module. This can be expressed by the equation:

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.

3.19.3 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

3.20 Staff Responsibility to Students in Assessment

3.20.1 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.

3.20.2 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.

3.20.3 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.

3.21 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.

3.22 Introduction

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

3.22.2 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.

3.22.3 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.

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

3.23 Registering for Examinations

3.23.1 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.

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

3.23.3 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.

3.24 Examination Timetable

3.24.1 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.

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

3.25 Examination Hall

3.25.1 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.

3.25.2 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.

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

3.25.4 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.

3.25.5 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.

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

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

- 3.25.8 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.
- 3.25.9 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.
- 3.25.10 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.
- 3.25.11 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.

- 3.25.12 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.
- 3.25.13 Candidates are not permitted to bring mobile phones or any electronic equipment, other than a standard scientific calculator, into the examination hall.
- 3.25.14 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.
- 3.25.15 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.
- 3.25.16 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.

3.26 Guide on Conduct of Examination

- 3.26.1 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.
- 3.26.2 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.
- 3.26.3 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.
- 3.26.4 The Examination Cell will coordinate sitting arrangement for the examination.
- 3.26.5 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.
- 3.26.6 All teachers should hand over the individual module marks to the Programme Leaders for result compilation.
- 3.26.7 All teachers of common modules shall compile the marks department wise and submit to respective Programme Leaders for result compilation.
- 3.26.8 All invigilators shall wear soft soled/heeled shoes during the supervision hours in order not to disturb the students.
- 3.26.9 The Chief Invigilator will make a public notification on the timing of opening and closure of examination halls.

- 3.26.10 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.

3.27 Absence and Illness during Examination

- 3.27.1 An invigilator will come around with the examination attendance sheet to note the attendance of candidates appearing for the examination.
- 3.27.2 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.
- 3.27.3 A candidate who is absent from an examination without an acceptable excuse and proper documentation evidence will receive zero mark for that examination paper.
- 3.27.4 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.

3.28 Provisions for Candidates with Disability

3.28.1 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.

3.29 Breaches of Examination Regulations

3.29.1 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.

3.29.2 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.

3.29.3 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.

3.29.4 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).

3.30 Communication of Examination Results

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

3.30.2 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.

3.30.3 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.

4. 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.

4.1. 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:

- 4.1.1 *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.
- 4.1.2 *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.
- 4.1.3 *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.

4.1.4 *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
- 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.

- 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.

4.2 Right to Appeal

- 4.2.1 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.
- 4.2.2 A student may appeal to the Academic Appeals Committee of the University against the finding or penalty imposed by the Board of Examiners.
- 4.2.3 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".

- 4.2.4 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).
- 4.2.5 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.

5. HOSTEL ADMINISTRATION

There are three campuses: Dekidling campus (comprises of Residence Block 1, 2 and 3), Gawaling campus (comprises of Residence Block 4, 5, 6 and 7) 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.

- 5.1 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.
- 5.2 Students will maintain the internal wiring and fitting without modification for reasons of safety and to avoid damages.
- 5.3 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).
- 5.4 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.
- 5.5 Students will keep away from unhealthy habits of consuming and storing alcohol, psychotropic or habit-forming substances in the hostel and academic complex.

- 5.6 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.
- 5.7 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.
- 5.8 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.
- 5.9 Guests may be entertained in the hostel rooms during the day on week end only with prior permission from the respective Student Service Officer.
- 5.10 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.
- 5.11 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].
- 5.12 Students will dry their clothes only on the cloth-lines provided by the college.
- 5.13 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.
- 5.14 Gambling of any kind is strictly prohibited in hostels.
- 5.15 In keeping with the regulations of the country, the campus is a smoke-free zone.

- 5.16 A male student will not visit a female student's room and vice versa.
- 5.17 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.
- 5.18 A married student seeking accommodation outside the hostel should produce the court marriage certificate.
- 5.19 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.
- 5.20 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.
- 5.21 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.
- 5.22 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.

- 5.23 Students shall refrain from the use of personal conveyance within the College premises unless authorized by the Hostel Management Committee.
- 5.24 The students irrespective of either pre-service or in-service will not be allowed to bring vehicles to the campus.
- 5.25 The Hostel Management Committee comprises of Dean of Student Affairs, Student Service Officer, Estate Manager, Finance Officer, members of CETA including all the Resident Councillor shall look into the management of hostel and deliberate issues related to the hostel.

6. STUDENT MESS MANAGEMENT

- 6.1 Students will manage their own mess.
- 6.2 Students residing in Gawaling Campus (Block 6 & 7) will eat in a common mess and pay for their meals from their 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.
- 6.3 The dining hall will observe summer and winter meal timing and will be closed after the meal hour.
- 6.4 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.
- 6.5 Students will be provided with transportation for mess shopping as and when available.

- 6.6 Excepting mess committee members, students may not enter the kitchen.
- 6.7 Students will keep the dining tables clean, arrange the chairs and sweep the floor after every meal before leaving the dining hall.
- 6.8 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.

7. STUDENT LEAVE ENTITLEMENTS AND PROCEDURES

- 7.1 Students will be entitled to annual vacation and holidays as per the academic schedule of the College.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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.

- 7.6 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.
- 7.7 Students shall not be allowed for leave before two weeks of examination date.

8. 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.

- 8.1 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. Female students shall wear full Kira on Mondays when there is assembly.
- 8.2 The field practical uniform is allowed only in the field duty / practical.
- 8.3 Students will always be in formal dress while visiting the offices, library, and computer room during office hours.
- 8.4 Students going for outings during office hours are encouraged to wear Gho and Kira or Field dress. During the Government holidays and weekends, students can go in any comfortable or smart-casual dress.

- 8.5 Failure to observe clauses 8.1 through 8.3 will be deemed as a serious offense to the college decorum and the law of the Kingdom of Bhutan and will be dealt with accordingly.

9. STUDENT CONDUCT AND PENALTIES

9.1 Disorderly Conduct and Compliance

Students must not engage in conduct that disrupts the College's operations or infringes on others' rights. They must comply with orders from College officials.

9.2 Sexual Misconduct

The College has zero tolerance for sexual misconduct, including any unwelcome physical, verbal, or non-verbal abuse of a sexual nature.

9.3 Unauthorized Use of Facilities and Substances

Unauthorized use of College facilities, consumption of alcohol, and possession or use of illegal drugs are strictly prohibited.

9.4 Ragging and Bullying

Ragging and bullying are severe offenses that can result in penalties ranging from community service to expulsion.

10. INTERNATIONAL STUDENTS

10.1 Admission and Registration

I. General Principle

The College seeks to admit students who have a reasonable expectation of completing their programme successfully. Admission is based on merit, regardless of religion, origin, sex, sexual orientation, or race.

II. Selection and Admission of Students

The University operates a central selection system. Students make a single application to the University Registry, which decides on selection. Candidates are selected based on a merit-ranking list established by an aptitude score.

III. Registration to Different Programmes

Students are registered based on their indicated preferences and merit-based ranking at the time of admission. Changing programmes after admission is generally not allowed unless specific vacancies arise.

IV. Attendance and Academic Progress

Attendance is strictly monitored, and consistent absenteeism can lead to penalties, including fines deducted from stipends.

The period of registration for government scholarship students is limited to double the duration of the programme to ensure timely completion.

11. HOSTEL REGULATIONS

11.1 Dress Code

Students must dress in a formal, decent, or professional manner while on campus and during any official College activities.

11.2 Reporting to Hostels

All students, including international students, must report to their hostels by 8 PM. Late entry is not permitted unless prior permission has been obtained from the hostel warden.

11.3 Hostel Timings

The hostels operate on a strict schedule. Students are expected to adhere to the following timings:

Morning Exit: 6 AM

Evening Entry: 8 PM

Silence must be maintained in the hostels from 8:00 PM to 6:00 AM to ensure a conducive environment for study and rest.

11.4 Visitors

Visitors are only allowed in the hostel common areas during visiting hours, which are from 4 PM to 6 PM on weekdays and from 10 AM to 6 PM on weekends. No visitors are allowed in student rooms.

11.5 Cleanliness and Maintenance

Students are responsible for keeping their rooms and common areas clean and tidy. Any damage to hostel property must be reported immediately, and the cost of repairs will be borne by the responsible student(s).

11.6 Use of Electrical Appliances

The use of high-power electrical appliances (e.g., heaters, irons, kettles) in rooms is strictly prohibited unless prior approval is obtained from the hostel warden. Unauthorized appliances will be confiscated.

11.7 Safety and Security

Students must adhere to all safety and security measures. Tampering with safety equipment, such as fire extinguishers and smoke detectors, is a serious offense and will result in disciplinary action.

11.8 Noise Levels

Students must keep noise levels to a minimum to avoid disturbing others. Loud music, shouting, and other disruptive behaviours are not permitted.

11.9 Substance Abuse

The consumption of alcohol, smoking, and the use of illegal drugs within the hostel premises are strictly forbidden. Violations will result in severe disciplinary action, including possible expulsion from the hostel.

11.10 Attendance and Overnight Stays

Students must sign the attendance register daily. Overnight stays outside the hostel are not permitted without prior approval from the hostel warden. Students

must provide a valid reason and obtain written permission for any overnight absence.

11.11 Guest Policy

Students are not allowed to accommodate guests in their rooms. Any guest must leave the hostel premises by the end of visiting hours.

11.12 Complaints and Grievances

Any complaints or grievances regarding hostel administration should be reported to the hostel warden. If the issue is not resolved, it can be escalated to the Dean of Student Affairs.

12. COMPLIANCE AND PENALTIES

12.1 Disciplinary Actions

Non-compliance with hostel rules and regulations will result in disciplinary actions. Depending on the severity of the violation, penalties may include fines, community service, suspension, or expulsion from the hostel.

12.2 Appeal Process

Students have the right to appeal any disciplinary action. Appeals must be submitted in writing to the Dean of Student Affairs within seven days of receiving the disciplinary notice.

12.3 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:

Offense Category

12.3.1 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.

12.3.2 Refusal to comply and identify

A student shall be guilty of the offense of refusal to identify and comply if he/she wilfully refuses to or falsely identifies oneself or wilfully failing to comply with a proper order or summons by authorized University official(s).

12.3.3 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.

12.3.4 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.

12.3.5 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.

12.3.6 Consumption of Alcohol

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

12.3.7 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.

12.3.8 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.

12.3.9 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.

12.3.10 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.

12.3.11 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.

12.3.12 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.

13. SANCTIONS

- 13.1 Violation of any of the clauses under these Rules and Regulations will lead to any of the following penalties.
 - a. Community services
 - b. Warning in writing
 - c. Suspension
 - d. Expulsion
- 13.2 Based on the nature of violation, College Disciplinary Committee (CDC) can decide on other forms of appropriate penalties which are not mentioned in 13.1 (amendment endorsed by 227th CMC on 3rd March 2016).
- 13.3 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.
- 13.4 For any damage of college properties, students will bear the cost of repair/ replacement.
- 13.5 For specific cases, the students will be dealt with RUB Student Code of Conduct and Ethics (2022). The

document can be found on the college website at www.cnr.edu.bt.

14. REQUIREMENT OF STUDENT PERSONAL ITEMS

14.1. Personal Items Required

14.1.1. National Students

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

- a. Kabney/Rachu
- b. Gho/Kira
- c. Sports outfit
- d. Beddings (including mattress, quilt/blanket, pillow with covers)
- e. Toiletry items (tooth brush with paste, soap with case and others)
- f. Bucket with jug
- g. Patang (knife) for men/sickle for ladies

14.1.2 International Students

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

- a. Kabney/Rachu (optional for international students)
- b. Gho/Kira (optional for international students)
- c. 2 sets of formal dress (or formal attire of your nationals) to be worn on Monday morning assembly and during the special occasions/events in the college
- d. Sports outfit

- e. Beddings including mattress, quilt/blanket, pillow with covers*
- f. Toiletry items (tooth brush with paste, soap with case and others)
- g. Bucket with jug*
- h. Patang (knife) for men/sickle for ladies*

Note: *For international students, the college will arrange, which has to be reimbursed during the registration.

14.2 Requirement of Field Work and Practical

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

- a. Sleeping bag
- b. U-foam mattress
- c. Rain coat and Gumboots
- d. Practical/Field dress (Dark Green Shirt and Trouser: refer the figure below for the design. The design needs to be uniform with the design provided below).

To get more clarification on the field dress, contact the following student leaders:

14.3 Bank account

All students are required to have a bank account. Bhutanese students are advised to open an account, preferably with the Bank of Bhutan, and must submit their account details at the time of registration.

14.4 Practical/Field dress



14.5 Requirement of Field Training Equipment

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

- a. Haversack / Rucksack
- b. Sleeping bag
- c. U-foam mattress
- d. Rain coat and Gumboots

14.6 Student Scholarship and Allowances

14.6.1 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. For those residing inside the campus in the hostel, the students must pay a subsidized electricity bill as decided by the College, which is calculated as an average of the total bill from the hostels.

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

15. STUDENT SUPPORT SERVICES AND FACILITIES

15.1. Introduction

In accordance with their defined roles and responsibilities, the college clubs will organize a range of activities as outlined in the annual calendar. These include recreational and entertainment events such as cultural programs, as well as literary activities such as debates, quizzes, and other intellectually engaging competitions.

15.2. Student Privileges to Games and Sports

Students of the College of Natural Resources (CNR) shall be given priority access to all games and sports facilities. The college provides outdoor sports amenities including courts and fields for volleyball, basketball, badminton, archery, and football. In addition to regular inter-class and inter-batch tournaments, CNR also organizes various pick-up tournaments open to participants from within the valley. For indoor recreation, students have access to facilities for chess, table tennis, and carrom, promoting a well-rounded and active campus life.

15.3. Cultural Activities

A variety of musical instruments, supporting both modern and traditional music, are made available for student use. Cultural events such as the welcome show for new students and the return show for continuing students are regular features of the college calendar, organized and performed by the students themselves. Students are also encouraged to organize additional

cultural programs to showcase their talents and promote cultural appreciation within the college community.

15.4. Literary Activities

Literary activities such as debates, quizzes, and extemporaneous speeches are integral components of the college's academic and co-curricular environment. These events are held annually and are prominently featured in the college's official calendar, providing students with opportunities to develop critical thinking, public speaking, and intellectual engagement.

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 and Cafeteria

A privately operated shop provides grocery and café services to meet the basic needs of both staff and students across all campuses. The shop supplies essential grocery items and daily necessities. Additionally, it caters tea, snacks, fast food, and special orders for events such as gatherings, meetings, and workshops. This service ensures convenient access to food and refreshments within the college premises.

15.7. Computer Laboratory

Students have access to the computer laboratory known as the Info-Lab, which is primarily intended for academic use. It allows students to browse learning and reading materials from the internet; however, it is not designated for teaching any computer or IT-related courses. The Info-Lab remains open until 8:00 PM and must be used strictly for academic purposes. The use of the facility for entertainment, including audio and visual media, is strictly prohibited.

Students are expected to adhere to all rules governing the use of this facility. Any violation of these rules may lead to disciplinary action, including permanent forfeiture of access to the Info-Lab. The 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;

15.8. 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.

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.

Operational Hours

Monday to Friday: 8.00 A.M – 7.00 P.M Weekends & Govt.
Holidays: Closed

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.

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.

Lost Book Charges

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

15.9. Farms

The farms at the College of Natural Resources (CNR) are managed under the supervision of a dedicated Farm Manager, who oversees all day-to-day operations. The Farm Manager is responsible for planning, coordinating, and ensuring the effective implementation of farm activities, including crop cultivation, livestock management, and resource utilization. This structured management ensures that the farms serve both educational and research purposes while maintaining operational efficiency. The main components of the CNR farms include a livestock farm, an agricultural farm, and a forest nursery with an arboretum, each contributing to hands-on learning and practical training for students.

15.10. Waste Disposal

Students are required to properly dispose of all waste in accordance with the waste management guidelines. The Khuruthang Municipal waste collection truck visits the campus once a week, every Thursday. Students must dispose of their waste directly into the truck on the designated day. Additionally, kitchen waste must be segregated and disposed of in the compost pit provided on campus.

15.11. Guest House

The college has one executive guest house comprising 16 double-bed rooms, each equipped with an attached bathroom and toilet. Hot water is provided through a shared geyser system, with every two rooms sharing one geyser. The guest house also includes a conference hall with a seating capacity of up to 30 participants. Rental charges are applied in accordance with the rates set by the college management.

15.12. Laboratory

The College of Natural Resources (CNR) offers a range of well-equipped laboratory facilities to support hands-on learning, research, and innovation across various disciplines. These include the Nutrient Analysis Lab; Soil, Water, and Air Testing (Analytical) Lab; Common Chemistry Lab; Plant Tissue Culture Lab; Microbiology and Entomology Labs; and the Food Processing Laboratory. CNR also houses a museum for educational reference, a state-of-the-art Bio-Fabrication Lab for digital design and prototyping, and a Bioengineering Lab that supports molecular biology and biotechnology experiments.

15.13. Transport

There are three light vehicles and three 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.

15.14. 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.

15.15. Students' Common Kitchen

Students residing on the Choekhobling Campus are permitted to prepare their own meals in the designated student common kitchen, using their personal cooking utensils. The common kitchen is located between the library and the rear side of the Choekhobling Campus. This facility is intended solely for the use of Choekhobling campus residents.

15.16. 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:100/10Kg

15.17. Happiness and Wellbeing Centre

The Happiness and Wellbeing Centres will be a safe place for the students at 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.

15.17.1. Target Audience

The centre will cater services to following list of audiences:

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



HWC committee meeting



Outside the HWC



Outside HWC



HWC space



Student reading inside HWC



Student reading inside HWC



Group discussion near HWC



Outside HWC



15.17.2. Role of the Coordinator

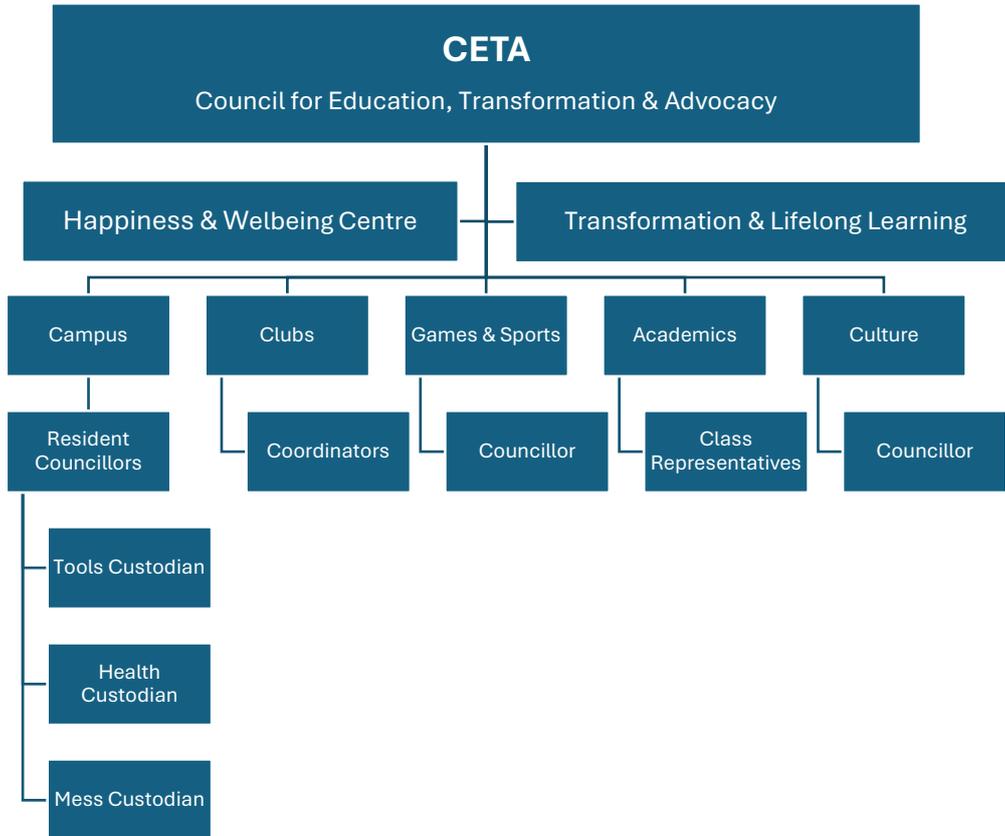
- Responsible for overall coordination of centre both for day to day operation and resources.
- Responsible for facilitating short term courses, tailor made sessions, weekly/daily seminars and one to one counselling, group counselling, and referral.
- Responsible in liaising with relevant external agencies (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.

15.17.3. 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.

15.18. 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 Centres, Clubs, Residences and Class will operate under the purview of CETA. The College has three Campuses: Dekidling Campus (Residences Block 1, 2 and 3), Gawaling Campus (Residences Block 4, 5, 6 and 7) and Choekobling Campus (Lower Hostel). Each Block has a Resident Councillor (RC) under which there are Health, Tools and Mess Custodians (wherever relevant) reporting directly to the respective RCs. The College has a Games Councillor and a Cultural Councillor 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 Councillor: Chair
2. Deputy Chief Councillor : Member
3. Student Secretary: Member Secretary
4. Treasurer: Member
5. Resident Councillor (1 male & 1 Female) : Member
6. Club Coordinator (Any 2 clubs) : Member
7. Class Representative (1 male & 1 female) : Member
8. Games & Sports Councillor: Member
9. Cultural Councillor: Member

15.19. 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 11 registered clubs under the Happiness and Wellbeing Centre.

Registered Clubs

Sl. No.	Clubs
1.	Arts and culture
2.	Choechog
3.	Florixcape
4.	Fitness + Wellbeing + Marshal Arts
5.	Integrity
6.	Entrepreneurship
7.	Earth Guardian
8.	Community Service Society (Tarayana Foundation, Redcross, etc.)
9.	YPeer
10.	Literary and Publication Society
11.	Learn Almost Anything

To ensure a vibrant and diverse student life, the formation of new student clubs is governed by the following guidelines. The College Management Committee (CMC) oversees the approval process to maintain the uniqueness and sustainability of each club.

11.1.1. Proposal Submission

Prospective club founders must submit a comprehensive proposal addressing the following:

- Importance of the Club: Explain why the club is necessary and how it adds value to the college community.
- Distinctiveness: Clearly outline how the club's objectives and activities are different from existing clubs.

11.1.2. Sustainability Plan

Detail the sustainability strategies for the club, including long-term goals, funding plans, and resource management.

11.1.3. Club Charter

Develop a detailed club charter that includes:

- Mission and vision statements
- Organizational structure
- Operational guidelines and policies
- Planned activities and events

There should be a clause indicating the need for work plans for every semester. Work plans should be endorsed by Club Advisors and submitted to the Students Service Division in the beginning of every semester. While there are no separate funds allocated for club activities, support may be provided by the management in cases of genuine need, subject to feasibility and adherence to the existing administrative and financial procedures.

Events should align with the club's mission and contribute positively to the college and community.

11.1.4. Advisor

Identify a faculty or staff member who will serve as the club's advisor. The advisor should be committed to guiding and supporting the club.

11.1.5. Membership

Every student should be a member of at least one club. A minimum of 20 and a maximum of 100 members should be maintained for each club. Membership should be open to all students enrolled at the College of Natural Resources. Membership must align with the club's vision and mission. Outline the membership criteria, recruitment process, and expected membership size. Include plans for ensuring active participation and retention of members.

11.1.6. Probationary Period

All new clubs will undergo a six-month probationary period equivalent to one semester during which their activities and impact will be monitored. During this time, the club must demonstrate its viability and adherence to its stated objectives.

11.1.7. Approval Process

- *Proposal Review*: The CMC will review the proposal to ensure it meets all requirements and does not overlap with existing clubs.
- *Approval Decision*: If the proposal is approved, the club will be granted probationary status.

- *Probationary Evaluation*: At the end of the six-month probationary period, the CMC will evaluate the club's performance and decide on permanent approval.

11.2. Cocurricular activities/events

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

11.2.1. 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.

11.2.2. 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.

11.2.3. Personal skill development

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

Sl. No.	Personal Skills	Remarks
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 formatting	
16.	Reference management using software	

12. CONCLUSION

The Student Handbook is designed to be an invaluable resource for all students at our institution, offering comprehensive guidelines and support to enhance both academic and personal development. This handbook encompasses various aspects of student life, from academic policies and examination regulations to personal skill development and extracurricular activities. It aims to provide students with the tools and information necessary to navigate their academic journey successfully while fostering a vibrant, inclusive, and supportive community.

Through adherence to the guidelines and active participation in the programs outlined in this handbook, students can maximize their potential and prepare themselves for future challenges. We encourage all students to utilize this handbook as a reference and guide throughout their time at the college, ensuring they make the most of the opportunities available to them.

In essence, the handbook is not just a document but a roadmap to success, offering direction, support, and a wealth of opportunities to enrich your college experience. Embrace the guidance provided, engage fully with the resources at your disposal, and strive to achieve excellence in all your endeavours. Together, let us build a thriving academic community where every student can excel and grow.

