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Faculty of Nursing and Public Health



RULES AND REGULATIONS

In the pursuit of Gross National Happiness through the preservation and promotion of our culture, to instil values, discipline, integrity, good conduct, sense of responsibility and respect for each other and to live and learn in a conducive, peaceful and harmonious environment, the following Rules and Regulations have been framed. All students are expected to abide by these Rules and Regulations. Violation of any of the Rules and Regulations will be viewed seriously and shall be liable for disciplinary action as deemed fit.

1. GENERAL RULES

1.1. Minor

Students shall:

- 1.1.1. Wear clean and proper uniform with name-tag clearly displayed during classes, clinical/field posting, examination, and on any other official assignments/occasions.
- 1.1.2. Be directly responsible to the ward in-charges, technical coordinators and clinical/field supervisors during their clinical and field attachments/postings.
- 1.1.3. Participate actively in all institutional activities and must be present in assembly.
- 1.1.4. Attend to all duties assigned.
- 1.1.5. Be Punctual. Must be present 10 minutes before any classes, duties or any institute activities.
- 1.1.6. Not use mobile phones during classes, duty hours and other official functions.
- 1.1.7. Not eat in class

1.2. Major

The following shall be deemed as major offences:

- 1.2.1. Engaging in deliberate harm to others or causing damage/destruction of Institute properties.
- 1.2.2. Involvement in any activities such as gambling, stealing, smoking, drinking and use or possession of any intoxicants/ psychotropic substances.
- 1.2.3. Involvement in religious intolerance, propagation and instigation of any nature causing communal disharmony.
- 1.2.4. Involvement in the formation of groups or organizing meetings for ulterior motives.
- 1.2.5. Possession of any kind of weapons/tools that could be used to inflict deliberate harm to others.
- 1.2.6. Misbehaving (disrespect, bullying, ragging, eve-teasing etc) with the staff, fellow students and other people both within and outside the Institute.
- 1.2.7. Involving in clandestine affairs leading to untoward outcomes during the course of the training period.

2. HOSTEL RULES

2.1. Minor

Students shall:

- 2.1.1. Take full responsibility in using and taking care of the hostel facilities (conserving water and electricity, not moving furniture from one room to another without prior permission and following the cleaning roster strictly).
- 2.1.2. Always keep rooms and surroundings clean and tidy.
- 2.1.3. Use only authorized entry and exit route.
- 2.1.4. Respect the peace of others by not using or making loud noises.
- 2.1.5. Not keep pets in the hostel.
- 2.1.6. Be present for cleaning of the hostels and institute unless on duty.
- 2.1.7. Not use nails, paste posters or write on the walls and furniture.
- 2.1.8. Not take cooked foods or meals in the rooms.
- 2.1.9. Not enter the kitchen except designated Mess Captains who can enter only during issuance of ration and meal times.

2.1.10. Obtain clearance from provost while vacating hostel.

2.1.11. Obtain clearance upon completion of the program and before leaving the faculty.

2.1.12. Observe meal timings as follows:

- Breakfast: (7.00 AM-8.00 AM)
- Lunch: (1.00 PM-2.00PM)
- Dinner: (7.00 PM-8. 00 PM)

* For those on clinical duties, can be extended by 30 minutes

2.1.13. Observe games timing as follows:

Summer (1stMarch-31st October)

- Working days: 4.30-7.00PM
- Holidays up to: 7.00PM

Winter (1st November-28th February)

- Working days: 4.00-5.30 PM
- Holidays: up to 5.30 PM

2.1.14. Be present inside the hostel by 9.00 PM

2.2. Major:

The following shall be deemed as major offences:

2.2.1. Cooking inside the room.

2.2.2. Entertaining visitors in the room.

2.2.3. Being absent from the hostel without prior permission after the stated hours.

2.2.4. Possession and or use of psychotropic substances including alcohol.

2.2.5. Misuse of mess fund.

2.2.6. Missing from cleaning activities for three or more times shall be deemed as a violation of a major rule.

3. CLINICAL DUTY RULES

3.1. Minor

During clinical postings, students' shall:

- 3.1.1. Obtain consent from the patient for examination and care.
- 3.1.2. Take appropriate and prompt action as and when required.
- 3.1.3. Attend to all patients without fear or discrimination.
- 3.1.4. Ensure the presence of a female attendant during any procedure on a female patient.
- 3.1.5. Show due respect and recognize the rights of the child.
- 3.1.6. Perform clinical duties as per duty roster, ad-hoc government holidays will be compensated on another day.

3.2. Major

Students' shall:

- 3.2.1. Maintain strict confidentiality of patient's information.
- 3.2.2. Exercise due sensitivity and subtleness while disclosing critical information.
- 3.2.3. Avoid any kind of medical negligence and shall be fully responsible for it.
- 3.2.4. Ensure patient safety and infection control measures.
- 3.2.5. Cooperate with other members of the health team.
- 3.2.6. Not abuse professional knowledge, skill or privileges.
- 3.2.7. Provide care in which she/he is qualified and authorized.
- 3.2.8. Abide by the regulations and protocols of the respective clinical settings, departments and the hospitals/BHUs where they are posted.
- 3.2.9. Fulfill 95% attendance in clinical duties.

4. LEAVE RULES

Students are provided with one month summer and one month winter vacation. Therefore, **by rule Students shall:**

- 4.1. Be eligible for medical leave supported by prescription from a doctor or with proof of admission in a hospital along with Discharge Certificate.
- 4.2. Be eligible for medical leave supported by prescription from a doctor or with proof of admission in a hospital along with Discharge Certificate.

- 4.3. Be eligible for medical leave supported by prescription from a doctor or with proof of admission in a hospital along with Discharge Certificate.
- 4.4. Be eligible for Bereavement leave (one week) for immediate family members (parents, spouse, siblings, and children if any).
- 4.5. Not eligible for any other leave during academic period, except if it is deemed genuine by the authority.
- 4.6. Notwithstanding the above clauses, must fulfil all the class/clinical requirements including minimum attendance.
- 4.7. Apply leave addressed to the Dy. Dean, Student Affairs through the program leader. For students in the technical departments, it must be routed through their Head of the Department. Overnight leave from hostel may be granted by the Provosts.
- 4.8. Participate in any extra-curricular activities within and outside Bhutan. However, students are required to fulfil all the clinical requirements (95%) and class attendance (90%) in order to be eligible to appear for semester examination.

DISCIPLINARY COMMITTEE MEMBERS

The Disciplinary Committee shall comprise of following members:

1. Dy. Dean, Student Affairs (Chair)
2. Program Leaders
3. Provosts
4. Representative from technical departments/clinical supervisors (relevant)
5. Student Councillor (1)
6. Co-opt members

QUORUM

The committee shall meet upon fulfilling a quorum of two third of its members.

FUNCTIONS & PROCESS:

1. The Committee members shall decide on matters relating to the student's discipline.
2. All complaints must be routed through the respective program leader/Provosts.
3. Only written complaints addressed to Chairperson of Disciplinary Committee shall be entertained.
4. The committee shall meet, discuss and pass a decision on the issue within one week of the receipt of the application.
5. The decision of the committee shall be made by consensus based on the nature of the violations of rules and regulation.
6. The decision of the committee shall be final and binding.
7. The decision shall be recorded and intimated in writing to the concerned student and his/her guardian/parents.
8. Student who is not satisfied with the decision of the committee may appeal to the Dean within one week from the issuance of decision of the committee.
9. The committee shall review and revise the rules and regulations as and when deemed necessary.

DISCIPLINARY ACTIONS

For violation of any Minor rules:

1. The respective provost and program leader shall serve verbal warning and provide counselling before referring the case to the committee.
2. At the committee level, written warning shall be issued for violations of any minor rules and noted in the student's record book
3. A Last warning notice shall be issued for repeated or subsequent offence after written warning has been issued.
4. Unauthorized items shall be confiscated.
5. Deduct the money from security deposit in order to compensate or replace for any damages caused to the Faculty properties or individuals.
6. Student absent in the assembly or any other extracurricular activities shall be fined Nu. 100.00
7. Student absent in hostel activities shall be fined Nu. 100.00

8. Student absent from clinical duty without prior information will do 1: 4 make up duty in the same ward before semester examination.
9. Student absent from clinical duty with prior information will do 1: 1 make up duty in the same ward before semester examination.
10. Program Leader shall withhold the original documents for those students not producing clearance certificate.

For Violation of any Major rules:

1. Last warning notice shall be issued for first offence of any major rule(s).
2. Repeated violation of any major rule(s) will lead to withholding of the Examination Results/Certificate, suspension or termination from the course depending on the decision of the Disciplinary Committee.
3. Hostel facilities shall be deprived for violation of hostel rules.

NB: Offences that are not covered above, but if deemed serious in nature shall be dealt accordingly as per the discretion of the Disciplinary Committee.

Other Penalties:

1. Students' on Government scholarship who discontinue the program and leave the faculty on the following grounds shall be liable to refund twice the expenditure incurred on him/her to the Faculty:
 - a. Failing to complete the training on reasons other than on medical grounds or extenuating circumstances as decided by the Disciplinary Committee.
 - b. Terminated from a training program on Disciplinary or Academic grounds.
2. In case a student fails to pay back the penalty, his original documents shall be withheld.
3. Students' on government scholarship is eligible for stipend only for the regular training duration for the program. If the student could not complete the program within the specified duration, the student should bear the tuition fee and other cost for the additional semesters.

Revised date: 9th July 2019