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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, 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 to them.
- 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 their 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. Getting clearing from provost after leaving students as day scholar in order to continue the course
- 2.1.11. Stick to the meal timings as follows:

Breakfast	(7.00 AM-08.00 AM)
Lunch	(1.00 PM-02.00PM)
Dinner	(7.00 PM-08. 00 PM)

* For those on clinical duties, can be extended by 30 minutes
- 2.1.12. Attend prayers as follows:

Morning prayer	(6.30 AM – 07.00 AM)
Evening prayer	(6.30 PM – 07.00 PM)
- 2.1.13. Observe games timing as follows:

Summer	(1 st March-31 st October)
	Working days: 4.30-07.00PM
	Holidays up to 7.00PM
Winter (1 st November-28 th February)	
	Working days: 04.00-5.30 PM
	Holidays: up to 05.30 PM
- 2.1.14. Be present inside the hostel by 9.PM**

2.1. Major

The following shall be deemed as major offences:

- 2.1.1. Cooking inside the room.
- 2.1.2. Entertaining visitors in the room.
- 2.1.3. Being absent from the hostel without prior permission after the stated hours.
- 2.1.4. Possession and or use of psychotropic substances including alcohol.
- 2.1.5. Misuse of mess fund.

3. CLINICAL DUTY RULES

3.1. Minor

During clinical postings, students' must:

- 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. Government/ Faculty declared any adhoc holiday for a day. The students are in clinical duty will continue as per their duty roster. However, they will get their entitled leave.

3.2. Major

Students' must:

- 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 health 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. Must 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 Not be eligible for any kind of leave during (Puja, Rimdo, Weddaing) their academic period except in the following situations as deemed genuine by the relevant authority: clinical 5 days an class days: 10 days
- 4.2. Medical leave supported by a prescription from a doctor or with proof of admission in a hospital along with Discharge Certificate , Maximum 10 days.
- 4.3. Bereavement leave (one week) for immediate family members (parents, spouse, siblings, children if any).
- 4.5. Notwithstanding the above clauses fulfil all the clinical requirements and attain 90% class attendance.
- 4.6. Put an application for medical and Bereavement leave kind of leave to the Dy. Dean, Student Affairs through the Programme leaders. Technician students must route their leave through their Department Head of Departments. Overnight leave from hostel may be granted by the Provosts.
- 4.7. Student can participate in any extra-curricular activities within country / outside Bhutan (Maximum 10 days). 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.

Terms of Reference

The Disciplinary Committee shall comprise of following members:

1. Dy. Dean, Student Affairs (Chair)
2. Dean
3. Dy. Dean Midwifery and Nursing, Dy. Dean, Allied Science and Public Health
4. Program Leaders
5. Provosts
6. Representative from technical departments/clinical supervisors (depending on relevancy)
7. Student (2 class representative on rotation basis)

Quorum

The committee shall meet upon fulfilling a quorum of three fourth of its members.

Complaint management

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 will 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/action taken shall be recorded and intimated in writing to the concerned student and his/her guardian/parents.
8. Students' not satisfied with the decision of the committee may appeal to the Disciplinary committee, KGUMSB 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. Verbal warning shall be served for a first time offence. Written warning shall be issued for a second time offense or violations of two or more minor rules and noted in the student's record book/ Student Information Management System (SIMS).
2. Written warning shall be issued for a second time offense
3. A Last warning notice shall be issued for repeated offence after written warning has been issued. Or violation of two or more minor rules in a single incident.
4. Unauthorized items will 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 assembly or any other extracurricular activities shall be fine Nu 100/= or Made to perform social work or extra duties
7. Student absent in hostel activities shall be fined Nu 100/= if absent more than three times or more then will be deemed as a violation of a major rule
8. Must to obtain clearance at the time of the graduation, if not Programme Leader must have the Authority to hold back Transcript or certificate whichever is immediate requirement
9. Student absent from clinical duty without prior information will do 1: 4 make up duty in the same ward before semester examination.
10. Student absent from clinical duty with prior information will do 1: 1 make up duty in the same ward before semester examination.

For Violation of any Major rules:

1. A Last Warning Notice will be issued for first offence of any major rule(s).
2. Repeated offence 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.

PENALTIES

1. If student on Government scholarship decide to leave the course in between, he / she is liable to refund twice the expenditure incurred on him/her to the Faculty.
 - a. Fails to complete the training on reasons other than on medical grounds or extenuating circumstances as decided by the Disciplinary Committee.
 - b. If terminated from a training programme on Disciplinary or Academic grounds. In case a student fails to pay back the penalty, his original documents shall be detain.
2. A student on Government scholarship is not eligible for stipend beyond his regular training duration and has to pay Tuition fees at existing rates if she/he desires to continue and complete his/her training.

Date: 19th July, 2016 (revised)