Jigme Namgyel Engineering College
Dewathang: Bhutan

Student Handbook

2022

Personal Memoranda

Name: _____

Department: _____

Year: _____

Enrolment No: _____

Identity Card No:_____

Address: _____
_____
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Blood Group: _____

E-mail: _____

Contents

1. Introduction
1.1   Background to the College

The Jigme Namgyel Engineering College (JNEC), formerly known as the Royal Bhutan Polytechnic (RBPoly), is one of the constituent colleges of the Royal University of Bhutan. The College is situated at around 900m above the mean sea level on the west end of Dewathang town, 18 kilometers away from Samdrup Jongkhar town, second gateway to Bhutan from Assam in India.

The College started with the infrastructure development works since 1972, coinciding with the 3rd Five Year Development Plan of the country and the enrolment of students for the Diploma level programmes in engineering started from 22nd February 1974. At the initial stage of its development, the College offered Diploma programmes in Civil and Electrical Engineering. The Diploma programme in Mechanical Engineering was introduced in 1988. The College also offered certificate in Surveying programme from 1974 to 1978 and 1986 to 1990 in addition to Certificate in Draughtsman from 1986 to 1990. The enrolment into certificate level programme was discontinued from 1988. JNEC was the only tertiary level institute providing education in engineering till 2001 with the mandate to meet the engineering manpower requirement of the country.

In April 2000, the then Royal Bhutan Polytechnic was temporarily shifted to Rinchending, Phuentsholing due to security reasons in south eastern part of the country and continued to offer Diploma in Civil, Electrical and Mechanical Engineering programmes from the then Royal Technical Institute, Rinchending campus. While at Rinchending campus, two programmes at the Bachelor's level (Bachelor of Engineering in Civil Engineering and Bachelor of Engineering in Electrical Engineering) were introduced in August 2001 and the institute was re-named as Royal Bhutan Institute of Technology (RBIT), the present College of Science and Technology (CST). With the establishment of the Royal University of Bhutan in June2, 2003, JNEC (the then RBIT) became one of the constitute colleges of the Royal University of Bhutan (RUB).

In June 2006, the Diploma programmes offered at RBIT were relocated to its original campus in Dewathang. In August 2006, the

College was renamed as **Jigme Namgyel Polytechnic (JNP)**. The name of the College "Jigme Namgyel Polytechnic" and its location in Dewathang has deep roots with the history of Bhutan.

From July 2006, the Diploma programmes were reviewed and the duration of the programmes were reduced from three years to two and half years with increased entry level from Class X pass to Class XII pass science students. In 2012, the Diploma programmes were again reviewed and the duration of the programmes were reduced from two and half years to two years as per the RUB regulations.

To keep pace with the infrastructural development activities in the country and to meet the increasing demand for technical graduates, the enrolment of students in all the programmes were increased by almost 100 percent from 2006 to 2011. Further, new programmes were developed on priority basis based on the need of the country and therefore, five new programmes were introduced from 2010 to 2015 including the first Bachelor's degree programme in Dewathang campus. Accordingly, on 27th October 2015, the name of the college was changed to Jigme Namgyel Engineering College (JNEC) with the inauguration of the Bachelor of Engineering in Power Engineering programme.

The College aspires to become the centre of excellence in providing Diploma level programmes in Engineering, Technology and Management, selected applied Bachelor level programmes, continuing education programmes, material testing and certification, research, consultancy and community services through various modes of delivery including distance education.

Currently, JNEC offers ten programmes, seven at Diploma level nd three Bachelor's level. The College has plans to introduce Diploma in Construction Supervision in 2022 and continue to develop and offer several new programmes within the 12th Five Year period based on the need of the country as well as in consultation with the esteemed stakeholders

The programmes offered at JNEC are targeted to meet the engineering manpower requirement of the country, including the country's infrastructure development activities. College is

accredited Grade A (Very Good) by Bhutan Accreditation council in 2018.

In line with the growth in the country's GDP and the living standard of people, there would be increased demand for better infrastructure facilities and resources. The graduates of JNEC will have to respond to such demands. Therefore, the programmes at JNEC are targeted towards assisting the developmental activities as well as enhance the employability scope of Bhutanese youths.

1.2   College Vision, Mission, Core Values & key Aspiration

Vision

A premier Institute of applied engineering, management and technology towards developing highly competent and innovative technical personnel infused with the values of Gross National Happiness.

Mission

1) To provide quality education, driven by GNH values, in the field of applied engineering, management and technology that are current and beneficial to individuals, employers and the nation;
2) To provide resourceful services through professional development training, consultancy and expert services;
3) To conduct research & innovation in relevant areas; and
4) To develop active linkages with organizations and academic institutions both within and outside the country.

Core Values

CREATE

i) Commitment
ii) Responsiveness
iii) Excellence
iv) Accountability
v) Teamwork
vi) Ethics

Key Aspiration

i) JNEC as the most preferred destination for Bhutanese and international students for applied engineering and management studies.
ii) JNEC graduates recognized by job markets and universities both within and outside the country.
iii) JNEC recognized for undergraduate and postgraduate programmes that are applied and specialized.
iv) JNEC as a resource for the community and the nation with research centers that caters to the need of the vibrant society.
v) JNEC as a model higher education institute where programmes are infused with the values of GNH.
vi) JNEC campus with state of the art facilities and comprehensive student support services.
vii) JNEC with enabling work culture and values and motivated staff.
viii) JNEC with strong culture for entrepreneurship and graduates inspired to be entrepreneurs.

1.3   College Management Structure

The college management consists of the following Units.

1. Administration and Finance Division
2. Department of Civil Engineering and Surveying
3. Department of Electrical Engineering
4. Department of Electronics and Communication Engineering
5. Department of Mechanical Engineering
6. Department of Information Technology
7. Department of Humanities and Management

The college is headed by the President with three Deans, Administrative and Finance personnel's directly under him.

The three Deans are:

1. Dean of Academic Affairs (DAA)
2. Dean of Student Affairs (DSA)
3. Dean of Research and Industrial Linkages (DRIL)

Dean of Academic Affairs (DAA)

The Dean of Academic Affairs looks after all the affairs related to

Academic and HR issues in the following functional units:

1. Department of Civil Engineering and Surveying
2. Department of Electrical Engineering
3. Department of Electronics and Communication Engineering
4. Department of Mechanical Engineering
5. Department of Information Technology
6. Department of Humanities and Management
7. Exam Cell

The Dean of Academic affairs is also responsible for:

1. Overall planning of academic spaces and classes.
2. Overall Coordination and planning of faculty and staff in the departments
3. Coordination and conduct of Semester Examination, Programme Board of Examiners' meetings, College Academic Committee meetings and Students Consultative meetings.
4. Overall coordination and introduction of new programmes.

Dean of Student Affairs (DSA)

The Dean of Student Affairs looks after all the affairs related to other student activities. All the student activities are looked after by the Student Affairs Team (SAT). The SAT consists of the following officials:

1. Dean of Student Affairs
2. Student Service Officers
3. Mess Manager
4. Cultural & Literary Coordinator
5. Games & Sports Coach
6. Student Leaders

The Dean of Student Affairs is responsible for:

1. Admission & Registration of students
2. Food & Accommodation
3. Games, Sports & Recreation
4. Happiness & Wellbeing Center Activities
5. Student Disciplines
6. Students' Leave
7. Co-curricular Activities
8. Student Support Services

Dean of Research & Industrial Linkages (DRIL)

The Dean of Research and Industrial Linkages looks after the affairs related to all research activities in college and any issues related with external industry and organizations.

Also the DRIL is responsible for:

1. Overall coordination and planning of all the Research activities
2. Overall coordination and planning of students' industrial tours
3. Overall coordination and planning of students' On-the-Job Trainings.
4. Overall planning and coordination of student recruitment.
5. Overall planning and coordination of student career counseling and placement.
6. Establishing external linkages with other colleges/colleges within the country and outside.
7. Establishing external linkages with industry and organization within the country and outside.

1.4 Faculty and Staff Details

		Name	Position Title	Qualification	Gender
ADMINISTRATION					
1	1	Dr. Tshewang Lhendup	President	PhD in Renewable Energy	M
2	2	Samten Lhendup	Dean Academic Affairs	Master in Energy Engineering	M
3	3	Shah Bir Rai	Dean Student Affairs	M.E. Power Systems	M
4	4	Sangay Chedup	Dean RIL	M. Tech Computer Science and Engineering	M
DEPARTMENT OF CIVIL ENGINEERING & SURVEYING					
5	1	Jigme Tenzin	Lecturer	M.Tech Remote Sensing & GIS	M
6	2	Tandin Wangchuk	Sr. Instructor	Diploma in Civil Engineering	M
7	3	Dawa Tshering	Head of the Department	M.Tech Irrigation Water Management	M
8	4	Thonglay	Assoc. Lecturer	Msc. Geographic Information Science	M
9	5	Phurba Tamang	Assoc. Lecturer	B.E. Civil Engineering	M

10	6	Lobzang Dorji	Lecturer	Master in Structure Engineering	M
11	7	Vasker Sharma	Assoc. Lecturer	M.Tech (Hydrology-Surface Water)	M
12	8	Indra Bdr. Chettri	Assoc. Lecturer	B.E. Civil Engineering	M
13	9	Choten Tshering	Assoc. Lecturer	B.E. Civil Engineering	M
14	10	Sanjit Kumar Bhattarai	Asst. Lecturer	B.E. Civil Engineering	M
15	11	Tshering Choki	Instructor	Diploma in Surveying	F
16	12	Dechen Wangmo	Asst. Lecturer	B.Tech Geoinformatics Engineering	F
17	13	Dorji Wangchuk	Technician	NTTI Certificate	M
18	14	Tshering Wangchuk	Technician	Certificate in Civil Construction (Masonry)	M
19	15	Dilli Ram Dungana	Technician	VTI Carpentry	M
20	16	Choki Wangmo	Technician	VTI Masonry	F
21	17	Bhim Bdr. Galley	Technician	VTI Civil Engineering	M
22	18	Dorji Wangchuk	Technician	VTI Masonry	M
23	19	Kezang Choden	Technician	Diploma in Surveying	F
ELECTRICAL ENGINEERING DEPARTMENT					
24	1	P.R. Sharma	Asst. Professor	Post Graduate Program in Management	M
25	2	Hemlal Bhattarai	Lecturer	M.Tech Power & Energy Systems	M
26	3	Chenga Dorji	Lecturer	M. Tech. Power Systems	M
27	4	Jagat Bahadur Ghalley	Assoc. Lecturer	B.Tech. Electrical & Electronics Engineering	M
28	5	Sonam Dorji	Head of the Department	M.Tech Alternate Hydro Energy Systems	M
29	6	Karchung	Assoc. Lecturer	M.E Industrial Drives	M
30	7	Thinley Tobgay	Asst. Lecturer	B.E. Electrical Engineering	M
31	8	Yeshi Seldon	Asst. Lecturer	B.E. Electrical Engineering	F
32	9	Chimi Dem	Asst. Lecturer	B.E. Electrical Engineering	F
33	10	Dheynay	Asst. Lecturer	B.E. Electrical	F

		Zangmo		Engineering	
34	11	San Maya Rai	Technician	Diploma in Electrical Engineering	F
35	12	Sangay Tshering	Technician	Diploma in Electrical Engineering	M
36	13	Karma Singye	Technician	Diploma in Electrical Engineering	M
37	14	Sangay Chozom	Technician	Certificate in Electrical Engineering	F

ELECTRONICS & COMMUNICATION ENGINEERING DEPARTMENT

38	1	Bivek Subba	Head of the Department	M.Tech Communication Systems	M
39	2	Deo Raj Biswa	Assoc. Lecturer	M.Tech Mechatronics	M
40	3	Srijana Gajmer	Asst. Lecturer	B.E. Electronics & Communication Engineering	F
41	4	Tandin Zangmo	Asst. Lecturer	B.E. Electronics & Communication Engineering	F
42	5	Sangay Dema	Technician	Diploma in Electronics & Communication Engineering	F
43	6	Sonam Darjee	Technician	Diploma in Electronics & Communication Engineering	M

MECHANICAL ENGINEERING DEPARTMENT

44	1	Cheni Gambo	Asst. Professor	M.A. Agriculture	M
45	2	Karma Drukpa	Head of the Department	M.E Industrial Engineering	M
46	3	Norden Wangchuk	Lecturer	M. Tech. Industrial Design	M
47	4	Kala Tshering	Sr. Instructor	Diploma in Mechanical Engineering	M
48	5	Denten Zangpo	Sr. Instructor	Advance Diploma in (Mechanical Engg)	M
49	6	Tandin Wangdi	Assoc. Lecturer	B.E Mechanical Engineering	M
50	7	Karma Tshechu	Instructor	Advance Diploma in (Mechanical Engg)	M
51	8	Sonam Tobgay	Technician	Diploma in Mechanical Engineering	M

52	9	Tenzin Wangmo	Technician	Certificate in (Mechanical Engg)	F
53	10	Sangay Dorji	Technician	Certificate in (Automobile Engg)	M
54	11	Dorji Gyeltshen	Technician	Diploma in Mechanical Engineering	M
Department of Humanities and Management					
55	1	Namgay Dorji	Lecturer	M. A English	M
56	2	Kul Prasad Sharma	Head of the Department	MSc. Applied Mathematics	F
57	3	Jurmey Tshering	Lecturer	M.A Buddhist Studies	M
58	4	Pema Wangchuk	Assoc. Lecturer	MBA Finance	M
59	5	Ngawang Namgyel	Assoc. Lecturer	MSc. Mathematics	M
60	6	Thinley Wangmo	Asst. Lecturer	B.A. English & Geography	F
61	7	Wangmo	Assoc. Lecturer	M.A. Management	F
62	8	Kencho Wangmo	Asst. Lecturer	B.A. Language & Culture Studies	F
63	9	Sonam Gyeltshen	Assoc. Lecturer	MSc. Applied Mathematics	M
DEPARTMENT OF INFORMATION TECHNOLOGY					
64	1	Tashi Wangchuk	Lecturer	MSc. Digital Forensics & Information Security	M
65	2	Jamyang Tashi	Head of the Department	M.Tech. Information Security & Cyber Forensics	M
66	3	Rinchen Tobgay	Assoc. Lecturer	BSc. in Multimedia Technology & Animation	M
67	4	Sonam Wangmo	Asst. Lecturer	BSc. (Hons) Computer Science	F
68	5	Younten Tshering	Asst. Lecturer	BSc. (Hons) Computer Science	M
69	6	Sangay Tenzin	Asst. Lecturer	B.E. Information Technology	M
70	7	Sonam Phuntsho	Technician	Diploma in CSN	M
ITSU					

71	1	Sonam Jamtsho	Sr. ICT Officer	MSc. Computer Science	M
72	2	Phurba Dorji Nesor	ICT Technical Associate	DIMS	M
73	3	Tandin Dorji	Technician	Certificate in CHN	M

CENTRAL LIBRARY

74	1	Dechen Dorji	Lib. Asst	Diploma in Library & Information Management.	M
75	2.	Sherab Tshomo	Lib. Asst	Class XII Arts	F
76	3	Tshering Yangzom	Lib. Asst	Class XII Arts	F
77	4	Tenzin Tshomo	Lib. Asst	Class XII Arts	F
78	5	Rinchen Pema	Lib. Asst	Class XII Science	F

ADMINISTRATION, FINANCE & ESTATE SECTION

79	1	Passang Dendup	Administration Officer	BSc. (Hons) Computer Science	M
80	2	Ngawang Chojay	Asst. Research Officer	BSc. Sustainable Development	M
81	3	Phurpa Dema	Student Service Oficer	B. A Political Science and Sociology	F
82	4	Phub Tshering	Student Service Oficer	B.Com Accounting	M
83	5	Karma Tenzin	Student Service Oficer	BSc. Sustainable Development	M
84	6	Kinley Lhaden	Finance Officer	B. Com (Finance)	F
85	7	Phuba	Student Record Officer	B.Sc. Environment & Ecology	M
86	8	Yeshey Dem	Accounts Assistant	Diploma in Commercial Accounting	F
87	9	Tshewang Rigzin	Office Assistant	IOMP	M
88	10	Tshering	ADM Assistant	Class X (General)	F
89	11	Choten Dorji	Estate Manager	Diploma in Electrical Engineering	M
90	12	Sonam Gyelmo	Store In-charge	Class XII Science	F

91	13	Karma Namgyel	Plumber	Certificate in Plumbing	M
92	14	Karma Cheku	Electrician	Certificate in Electrical Engineering	M
93	15	Karna Bdr Karki	Carpenter	Certificate in Carpentry	M
94	16	Budha Singh Rai	Mason	Certificate in Masonry	M
95	17	Sonam Zangmo	Messenger	Class X (General)	F
96	18	Mamta Kharka Chhetri	Site Supervising Engineer	B.E. Civil Engineering	F
97	19	Sonam Tashi	Driver		M
98	20	Galay Wangchuk	Driver	Certificate in Driving	M
99	21	Tandin Tshewang	Driver	Class VIII with Driving Licence	M
100	22	Pema Choden	PA to President	Class XII Commerce	F
GSS					
101	1	Tobgay	Cook	GSS	M
102	2	Sonam Phuntsho	Cook	GSS	M
103	3	Changlu	Cook	GSS	M
104	4	Gempo Dorji	Cook	GSS	M
105	5	Yeshi Jamtsho	Cook	GSS	M
106	6	Mitse Phuntsho	Cook	GSS	M
107	7	Sangay Wangmo	Cleaner	GSS	F
108	8	Norbu Zangmo	Cleaner	GSS	F
109	9	Tashi Wangmo	Cleaner	GSS	F
110	10	Dechenla	S. Guard	GSS	M
111	11	Dorji	S. Guard	GSS	M
112	12	Tshewang Gyeltshen	S. Guard	GSS	M
113	13	Ngawang Thinley	S. Guard	GSS	M
114	14	Yeshi Dorji	S. Guard	GSS	M
115	15	Dorji Wangchuk	S. Guard	GSS	M
116	16	Sangay Dorji	S. Guard	GSS	M
117	17	Sonam Jamtsho	S. Guard	GSS	M

118	18	Karma Dorji	Fitter	GSS	M
119	19	Tshering Namgyel	Gardener	GSS	M
120	20	Tshewang Pelmo	Care Taker	GSS	F
121	21	Tendi Zangmo	Gardener	GSS	F
122	22	Phurba	Cleaner	GSS	M

1.5 Staff and Students Statistics

Staff Statistics

STAFF	BHUTANESE	NON-BHUTANESE	GRAND TOTAL
Academics	51	0	51
Administrative & Technical Staff	48	0	48
GSS	23	0	23
TOTAL			122

Student Statistics

	YEAR/GROUP												TOTAL
	FIRST			SECOND			THIRD			Fourth			
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
BEPE	29	12	41	17	9	26	18	3	21	21	3	24	112
BEME	23	4	27	22	6	28	17	3	20				75
BESG	21	6	27	21	8	29	14	5	19				75
CIVIL	53	20	73	71	28	99							172
ELECTRICAL	20	18	38	38	12	50							88
MECHANICAL	27	5	32	22	5	27							59
CSN	17	19	36	31	11	42							78
ECE	24	10	34	15	12	27							61
SURVEY	16	11	27	16	6	22							49
DMPM	24	13	37	17	14	31							68
TOTAL	254	118	372	270	111	381	49	11	60	21	3	24	837

2. Student Admission and Enrolment

2.1 Minimum Entrance Requirements of the University.

The University has general minimum entrance requirements specified by level of programme.

2.1 Diploma/Degree

2.1.1   Applicants should have passed Bhutan Higher Secondary Education Certificate (BHSEC) or equivalent.

2.1.2   Applicants who have not studied Dzongkha in class XII should have passed it in class X. A proficiency test in Dzongkha will determine the eligibility of Bhutanese applicants who have not studied Dzongkha in either class X or XII. The test shall be administered by the Registry, RUB. Marks secured in the proficiency test/class X will be scaled down to 40% and applied for merit ranking.

2.1.3   Applicants without English scores in their class XII transcripts shall produce a certificate of International English Language Testing System (IELTS) with an overall band score of 5.5 or an equivalent test and score. Alternatively, Colleges may administer a proficiency test to assess English language competence. Marks secured in the proficiency test will be scaled down to 40% and applied for merit ranking.

2.1.4   Applicants shall meet the specific entrance requirements set out in the respective Definitive Programme Documents.

2.2   Verification of Application

2.2.1   Applicants must provide accurate information to assist admission into the University's programmes. Applicants shall submit academic transcript(s) and relevant documents for verification by the University to confirm eligibility.

2.2.2   Verification of applicants' details shall be the prerogative of the University. Where found inaccurate or false, the University reserves the right to cancel the admission.

2.3   Selection of students

2.3.1   The University is responsible for selecting students for admission to its programmes.

2.3.2   A central selection system will be administered for under graduate programmes (Diploma/Degree). Prospective

applicants shall apply online through the central selection system.

2.3.3 The central selection system is designed to:

2.3.3.1 Allow students to choose a programme from programmes available within the University upon meeting the entrance requirements;

2.3.3.2 Take account of students' different aptitudes for different programmes; and

2.3.3.3 Take account of the University's general entrance requirements and programme specific entrance requirements.

2.4 Students may be admitted into programmes differently based on the nature of the programme or specific requirements of the programme.

2.4.1 Colleges shall admit self-finance students on merit basis upon fulfilment of the eligibility criteria if slots are available after the first round of selection.

2.5 Programme Change

2.5.1 Change in programmes within and across Colleges shall be permitted for both government scholarship and self-financed students.

2.5.2 Students selected on government scholarship shall forfeit the scholarship by converting to self-financed status once a change is made.

2.5.3 Change in programmes shall be merit based, and subject to the following conditions:

2.5.3.1 Fulfilment ofprogramme eligibility criteria;

2.5.3.2 Availability of unfilled slots; and

2.5.3.3 Changes can be sought only once under each of the categories

2.5.4 Change shall be permitted under the following categories:

2.5.4.1 After the central selection is complete and before enrolling into a programme;

2.5.4.2 Within a week after enrolling into a programme in the same College;

2.5.4.3 Students who are not able to cope with the demands of a programme (failed the semester/programme, or discontinued the study on medical grounds), or are interested in pursuing another programme shall be allowed

to change programmes or colleges during subsequent admissions for the following year.

2.6   Dishonoring Admission

2.6.1 Students who have dishonored admission in the past can re-apply as self-financed students in subsequent admissions for the following year based on merit and subject to the following conditions:

2.6.2 Fulfilment of the programme eligibility criteria; and

2.6.3 Availability of unfilled slots in the programme.

2.6.4 Students who dishonor admission for the second time shall not be eligible for admission.

2.7   For some selected programmes, Colleges may conduct programme specific admission as approved by the Academic Board.

2.8   Students on scholarship may register and enroll for a second RUB award as long as the programme is at a different level.

2.9 Lateral Entry

Applicants may be admitted to a later stage of a programme where they have demonstrably reached the same general standard of educational development achieved through the earlier years of the programme. The process of validating the eligibility of such applicants and permitted credit transfer shall conform to regulation B9 Accreditation of Prior Learning in The Wheel of Academic Law.

2.10   Enrolment

Students shall be formally enrolled into programmes leading to an award of the University by the respective Colleges with the formal responsibility for offering that programme. To enroll in the University, students must produce the following:

2.10.1 Citizenship Identity card; and

2.10.2 Originals of certificates based on requirements of the programme.

2.11   Responsibility of Applicants

In order to conduct the admission process in a fair and efficient manner, applicants shall:

2.11.1 Apply online through the University's central selection system within the announced schedule for undergraduate programmes, or apply to respective Colleges for other programmes;

2.11.2 Provide all academic transcripts and relevant documents in an accurate and timely manner; and

2.11.3 Participate in assessment activities to fulfil the eligibility criteria where applicable.

2.12 Period of Registration

2.12.1 On academic grounds the University will not allow a student to remain on a fulltime programme for more than two years longer than the normal expected duration of that programme. An additional year is permitted for extenuating circumstances. Extenuating circumstances shall be validated by the respective Colleges. (Refer B10 The Wheel of Academic Law for definition of extenuating circumstances).

2.12.2 The University shall administer Government guidelines on the period for which a student is eligible for Government support and funding.

2.12.3 Student selected for University programmes will be allowed to defer enrolment into the selected programme due to extenuating circumstances. The student must complete the programme within the period of registration inclusive of the deferred period.

2.13 Deferral of a Programme

2.13.1 A programme may be deferred to the next academic year if the number of students admitted into a programme is not economically viable as determined by the College. Should this happen, students shall be allowed to opt for another programme subject to the following conditions:

2.13.1.1 Intake will be over and above the validated student number;

2.13.1.2 Fulfillment of the programme eligibility criteria; and

2.13.1.3 Same funding modality will be retained.

2.14 Transfer of students

2.14.1 Within the University, students shall be allowed to relocate to another college with transfer of accumulated credits from the current college based on a valid justification,subject to the following conditions:

2.14.1.1 Should not have been expelled from the college due to disciplinary issues;

2.14.1.2 Should enroll for the same programme and level of award;

2.14.1.3 Upon confirmation of acceptance from the other college; and

2.14.1.4 Complete the programme within the specified period of registration.

2.14.2 The University shall allow admission of students from other institutions with transfer of accumulated credits from the previous institution subject to meeting conditions of the University's Admission Policy and provisions in regulation B9 Accreditation of Prior Learning in The Wheel of Academic Law.

2.15 Applicants with Disabilities

2.15.1 The University shall endeavor to encourage applicants with disabilities, subject to resources available. Colleges shall seek to make the necessary resources available to facilitate successful completion of programmes where possible. Where necessary and if available, applicant(s) may be offered a suitable alternative programme based on an assessment of the disability by the College Admission Committee and, subject to the following conditions:

2.15.1.1 Fulfillment of programme eligibility criteria;

2.15.1.2 Enroll over and above the validated number;

2.15.1.3 Complete within the period of registration; and

2.15.2 In the event, a candidate cannot meet the learning outcomes of a module/s the College shall seek to make alternative arrangements where possible.

2.16 Funding Modality

2.16.1 There shall be the following two categories of students at the University:

2.16.1.1 Government Scholarship: Students whose tuition fee and stipend are borne by the Royal Government of Bhutan (RGoB) for the duration of the programme stated in the Definitive Programme Document. These students must fulfill the requirements set out by the Government.

2.16.1.2 Self-Financed: Students who bear their own tuition fee and living expenses for the duration of the programme as stated in the Definitive Programme Document.

2.17 Refund Policy

Colleges shall refund the tuition fee to self-financed students in case of withdrawal from the College in consistence with the guidelines outlined in the RUB Fee and Refund Policy.

3. Disqualification and Appeals

3.1 Disqualification

A candidate shall be disqualified from an RUB programme based on the following conditions:

3.1.1 Has confirmed admission into a programme and has dishonored the admission for the second time; and

3.1.2 Was terminated for violation of University or College rules and regulations.

3.2 Appeal

An appeal is a formal written request on the outcomes of admission submitted by an applicant. Appeals shall be considered only where there is evidence that the University's Admission Policy has been breached. However, the University shall not accept appeals based on the errors made by external agencies or individuals.

3.3 All appeals related to undergraduate admission must be submitted to the Student Service Officer (SSO), Registry Department, Office of the Vice Chancellor within 10 working days after the admission decision has been taken.

3.4 Appeals shall be reviewed by the University Admission Committee.

3.5 All other Admissions

3.6 All appeals related to admission conducted at the respective Colleges must be submitted to the Chair of the College Admission Committee within 10 working days after the admission decision has been taken.

3.7 Appeals shall be reviewed by the College Admission Committee within 5 working days. If the Committee is not able to resolve the issue, the Committee may refer the case to the University Admission Committee.

2.8 Reporting of New Students

Student will have to report to the college on the dates specified. While reporting to the College, the students will have to bring the following items.

1. Class X Mark sheet and Pass certificate (Original and copy).
2. Class XII Mark sheet and Pass Certificate (Original and copy).
3. Certificate of leadership if any (Original and copy).

4. Transfer and character certificate from the school last attended (Original and copy).
5. Citizenship Identity Card or Letter received from Immigration and Census or Department of Civil Registration.
6. Recent passport photo size photo graph (8 Nos).
7. One set of approved Drig gho and Kira (Can be stitched after reporting to JNEC).
8. Kabney/Rachu.
9. Sickle (1 each).
10. Bedclothes (Mattress, quilt/blanket and bed sheets).
11. Cups, plates and spoons.
12. Umbrella and Mosquito net.
13. One piece of 10 digits Scientific Calculator.
14. One piece of A3 size drawing board (Except *for B.E. in Surveying and Geoinformatics, Diploma in Surveying, Computer System and Network & Diploma in Materials and Procurement Management*).
15. Two sets of navy blue colored Workshop Dress.
16. A sets of drawing instruments comprising of a Mini Drafter/T-Scale, set squares, compass, divider, scale and mechanical pencil (Except *for B.E. in Surveying and Geoinformatics, Diploma in Surveying, Computer System and Network students & Diploma in Materials and Procurement Management*).
17. Phob and Toray for official use.
18. Caution Money of Nu. 3000/-(Refundable when you leave the College).
19. And all other necessary items like toiletries and stationeries.
20. You must bring Nu. 1000.00 as College Development Fee.
21. For Self Financed Students the tuition fee is Nu.89,849 per year and the tuition fee is payable annually or in two installments. The first installment must be paid at the time of reporting to the College.
22. The accommodation in the college hostels if available will be provided at a nominal rent of Nu. 250 per month and electricity bill of Nu. 50 per month. The charges for food will depend on the mess policy of each of the college.

2.9 Registration of New Students

For registration into various programmes, the students must obtain the registration forms from the Student Service Officer. The registration formalities are clearly specified in the registration form.

2.9.1 Full Scholarship (FS) Students

All FS students are required to report and register individually. They must complete the registration formalities as prescribed by the college. Following are the steps involved in the registration process:

1. Students must obtain the FS registration forms for from the ASSO,
2. Fill in the prescribed registration forms,
3. Pay the fees to the Accounts Section as prescribed in the **Fee Structure**,
4. Register in the Exam Cell,
5. Get the hostel rooms issued.

2.9.2 Self-Funding (SF) Students & In-Service (IS) Students

All Self-Funding & In-Service Students are required to report and register individually. They must complete the registration formalities as prescribed by the college. Following are the steps involved in the registration process:

1. Each student must take the one SF registration form from the ASSO for that particular semester.
2. Fill in the prescribed registration forms,
3. Pay the fees to the Accounts Section as prescribed in the **Fee Structure**,
4. Register in the Exam Cell,
5. Get the hostel rooms issued.

2.10 Registration of Existing (old) Students

This is with regard to students who are continuing their courses in the higher levels of any programme. Following are the types of students registering for any semester.

2.10.1 Full Scholarship (FS) Students

All regular students are required to report and register individually. They must complete the registration formalities as prescribed by

the college. The registration formalities are as per the prescribed registration forms. Following are the steps involved in the registration process:

1. Students must obtain the registration forms for FS registration from the ASSO,
2. Fill in the prescribed registration forms,
3. Pay the fees (if any) in the Accounts Section,
4. Register in the Exam Cell,
5. Get the hostel rooms issued.

2.10.2 Self-Funding (SF) Students & In-Service (IS) Students

All Self-Funding & In-Service Students are required to report and register individually. They must complete the registration formalities as prescribed by the college. Following are the steps involved in the registration process:

1. Each student must take the one SF registration form from the ASSO for that particular semester.
2. Fill in the prescribed registration forms,
3. Pay the required fees in the Accounts Section,
4. Register in the Exam Cell,
5. Get the hostel rooms issued.

2 Fee Structure and Scholarship
3.1 General Fee Structure

The general fee structures for all categories of students are given in the table below.

Sl. No.	Fees	Types of Admission		
		Govt. Scholar	Self-Finance	In-Service
1	**Tuition for Engg. Programmes (p.a)**	-	Nu.89,849	Nu. 89,849
2	**Tuition for Management Programme (p.a)**	-	Nu.72526	Nu. 72526
3	**College Mess (p.m)**	-	Nu.2500	Nu.2500
4	**Hostel Rent (p.m)**	Nu.250	Nu.250	Nu.250
5	**Caution Money (refundable)**	Nu.3000	Nu.3000	Nu.3000
6	**CDF (p.a.)**	Nu.1000	Nu.1000	Nu.1000
7	**Electricity (p.m) (for all Hostels)**	Nu.50	Nu.50	Nu.50

All the students are required to register for all the modules offered in a semester and also for the back paper(s) if any. **It is the responsibility of the students to register for all the modules, whether it is regular or back paper.**

Students repeating any module will have to pay an amount equal to 10% of tuition fee per module.

Self-funding students may pay their tuition fees in two installments.

The first installment must be paid at the time of registration.

The second installments must be paid one week before the commencement of phase tests. If a student fails to pay the fees on time, the names of the defaulters will be submitted to Dean,

Academic Affairs. The defaulters will not be allowed to sit for the phase test and classes will be marked absent till the fee is paid.

4. Laboratory Facilities

4.1 Civil Engineering Department

The Civil Engineering Department has the following laboratories and workshops:

- Surveying Laboratory
- Photogrammetry & Remote Sensing Laboratory
- GIS Laboratory
- Soil Mechanics Laboratory
- Plumbing Workshop
- Highway Engineering Laboratory
- Engineering Mechanics Laboratory
- Building Materials & Construction Laboratory
- Environmental Engineering Laboratory
- Fluid Mechanics Laboratory
- General Computer Laboratory
- Computer Aided Mapping Laboratory
- Carpentry workshop
- Learning Resource Center

4.2 Electrical Engineering Department

The Electrical Engineering Department has the following laboratories and workshops:

- Electrical Machine Laboratory
- Electrical Workshop Practice
- Electrical Measurement and Instrumentation Laboratory
- Power Electronics Laboratory
- Power Systems Laboratory
- Control Systems Laboratory
- Power System Protection & Switchgear Laboratory
- Lighting and Energy Efficiency Studies-Research Center of Excellence
- Computer Laboratory
- Learning Resource Center

4.3 Mechanical Engineering Department

The Mechanical Engineering Department has the following labs and workshops:

- Machine Shop
- Fitting Workshop
- Sheet Metal Workshop
- Welding workshop
- Automobile workshop
- CAD/CAM Laboratory
- Computer Laboratory
- Learning Resource Center

4.4 Information Technology Department

IT Department is housed in a newly constructed IT cum Library building. It has fully furnished classrooms and faculty offices. The department has following Laboratories.

- Computer Laboratories with 45 PCs – 3
- Server Room
- Hardware Laboratory
- Networking Laboratory
- Audio Visual room
- Multi-Media Room

4.5 Humanities and Science Department

Humanities and Science Department has following laboratories.

- Tally Laboratory

4.6 Electronics & Communication Engineering Department

Electronics & Communication Engineering Department has following laboratories.

- Communication Laboratory
- Electronics Laboratory
- Microprocessor Laboratory
- Instrumentation & Automation Laboratory
- Programming Laboratory
- Learning Resource Center

5. College General Rules and Regulations

5.1 Objectives

In order to maintain good environment for the students to study and maintain harmony in the college, the following Disciplinary Rules are framed for strict compliance by the students. The Disciplinary Rules include:

5.2 Hostel & Mess Rules

All resident students shall follow the general rules and regulations as prescribed in the RUB Student Accommodation Policy 2021.

5.3 Dress and Etiquette rules

All students shall:

1. Wear national dress in all the theory classes and normal official activities;
2. Wear approved workshop dress during the laboratory and practical periods only;
3. Wear approved *Drig-gho* with *Kabney* & *Rachu* during important official ceremonies and on other occasions as per direction;
4. Wear proper leather shoes in all the classes irrespective of theory or practical;
5. Respect and follow the national dress code and the code of conduct & ethics at all places and times;
6. Wear decent clothes (*without offensive messages, Singlets, Torn clothing, Mini-shorts/Mini-skirts, Provocative & revealing attire (e.g. exposed midriffs, bare backs, spaghetti straps, cropped tops), Caps (except for safety reasons)*), at places and times as deemed appropriate.
7. Not wear long hair and ear rings (*for males*) and artificial coloring of hair (*for both genders*).

5.4 Prayer Rules

All resident students shall:

1. Attend all the prayer sessions as per the timetable decided by the college authority;
2. Observe and follow the proper **Dress & Etiquette Rule**;
3. Take good care and use of the religious and other related facilities, if they are provided.
4. Not perform rituals outside the campus.

5.5 Co-Curricular Rules

All students shall:

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

5.6 Entertainment Rules

All students shall:

1. Use entertainment time as a means for relieving and refreshing their mind and body from mental and physical stresses;
2. Take good care and use of the entertainment facilities, if they are provided;
3. Maintain proper decorum during any show / program;

5.7 Leave Rules

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

1. The concerned faculty/staff and/or student service officer in the case of taking short leaves for going to hospital, bank and post office;
2. The student service officer, concerned Head of Department and the Dean Students Affairs through a leave form in the case of taking longer **leaves of more than 8 hours**;
3. The student service officer, concerned Head of Department and the Dean Students Affairs through a written application in

the case of long medical leaves where it may be required to stay out of the campus;

4. Report to the college on the approved time and/or date of return;
5. Produce documentary evidence of doctor's advice to undergo medical treatment while seeking for medical leave;
6. In case of a medical case, a student shall report with copy of original medical documents.

5.8 Morning Assembly Attendance

Morning assembly attendance is considered vital activity by the college and all the students are required to attend all morning assemblies once in a week based on the schedule. The following regulation was adopted in the 68th CMC meeting:

1. Morning Assembly will be held twice on programme wise in the College Multi-purpose hall.
2. Morning Assembly Attendance will be taken by the student service officer, right after every Assembly.
3. Every student must ensure a minimum of 80% attendance in the morning assembly over a period of one semester, every semester.
    4. If a student fails to have a minimum of 80% attendance in the morning assemblies without justifiable reasons in a semester, his/her character will be accordingly implicated.
    5. As a reminder or information to students, student service officer will notify the status of Morning Assembly attendance in the middle of semester, every semester.

5.9 Character Certificates

1. Every student's character shall be assessed and issued upon graduation/leaving the College.
2. The character of any student shall be assessed under any of the following three categories:
    i.   Very Good
    ii.   Good
    iii. Satisfactory
3. The assessment and rating of student character shall be done by the following officials:
    i.   Dean Student Affairs

ii.   Respective Head of Department
iii.   Student Service Officers

4. Each official shall rate a student as very good/good/satisfactory and the final rating from all the officials shall be arrived at by taking the average. If there is a tie between any two categories, then the higher category shall be taken as final rating.

5. If any student is issued with last warning or is suspended from the College, he/she will be directly included under satisfactory character.

6. Each student shall be issued with a separate character certificate.

5.10 Disciplinary Committee – its roles, responsibilities and authority

All students' disciplinary issues will be dealt as per the Student Code of Conduct & Ethics 2018.

5.11 Mode of Actions on Disciplinary Problems

Actions shall be taken against those who fail to comply with any of the rules mentioned in the above based on the following:

(i) The seriousness of the misconduct,
(ii) The circumstances surrounding it,
(iii) The adverse implication that it may bring if actions were not taken,
(iv) The past records, if any.

The actions taken against the defaulter may range from counseling, to taking statements, written warning, suspension and even termination as mentioned in the Student Code of Conduct & Ethics 2018.

6. Academic Rules and Regulations
6.1   Assessment Regulations

The College adopts both Continuous Assessment (CA) and Semester End Examination (SEE) to assess the performance of students.

6.1.1 Continuous Assessment (CA)

CA is assessed on the basis of phase tests, class tests, quizzes, assignments, case studies, mini projects, as appropriate for the module. The phase test is conducted during the eighth (8th) week

after the commencement of the semester. Class tests, quizzes, assignments, case studies are distributed evenly throughout the semester and assessed accordingly.

The CA of the students in the Laboratory/Workshop is assessed on the basis of their performance in the laboratory / workshop, written reports submitted against each experiment / laboratory works/ job performed and practical tests / viva-voce or both as appropriate.

6.1.2   Distribution of CA marks

The distribution of CA marks for different component of assessment is as per the modules descriptor.

6.1.3   Make-up Test

A Make-up test is a test conducted for those students who are not able to attend the phase test. Students may be allowed to sit for the make-up test under any of the following circumstances:

(a) If a student is hospitalized and/or advised bed rest by a authorized medical officer, during the time of the test,

(b) In the event when a student is away from the college during the time of the test to attend the funeral of his / her parents, brother or sister.

(c) If a student is on official duty during the time of the test and when the absence is inevitable.

However, in all such cases, the concerned student has to produce authentic documents to the Dean Academic Affairs (DAA) through the Head of the respective department. A student may be allowed to sit for the make-up test subject to approval from the DAA.

Student(s) should have informed the Dean Student Affairs (DSA) and sought approval for leave prior to leaving the College to attend any out of station works.

Based on the evidence presented by the student, the DAA shall grant permission for the make-up test if the reason of absence is felt genuine. Otherwise that component of the test will be marked 0 (Zero).

Following points are to be noted:

i. Students appearing for the make-up test on the above ground shall be awarded the actual marks that s/he has secured.

ii. Syllabus for the make-up test shall be the whole syllabus covered till the date scheduled for the make-up test.

iii. Respective module tutors, in consultations with the Programme Leader of the respective programme and Assistant Examination and Students Record officer (AESRO) shall organize and conduct the make-up test and submit the marks to the Examination Cell.

Note: The CA marks shall be made available to students **seven days** before the scheduled date of start of the SEE.

6.1.4 Semester End Examination (SEE)

The SEEs are conducted internally. The respective module tutors are mandated to prepare the SEE question papers which will be moderated by a moderation panel. The HoDs shall constitute and appoint the moderation and re-evaluation panel.

6.1.5 Eligibility to Appear in the SEEs

To be eligible to sit for the SEEs a student must have:

A minimum of 90% attendance in each module during the semester. (80% attendance in case of students who are allowed medical/ official/extra ordinary leave).

If any student's attendance falls below 90% in any module(s), he/she will not be eligible to appear in the SEEs of that module(s). The concerned student will be treated failed in the module(s) where the attendance is less than 90% or 80% (in case of students who are allowed medical/ official/extra ordinary leave) and have to repeat the module(s) with compulsory attendance [Second ACDAA meeting, January 2015]

Note:

The respective module tutor shall submit the names of all those student(s) who are not able to secure 40% marks in CA or do not have class attendance more than 90% in any module(s) to the DAA through the respective Head of department **5 (five) days** before the scheduled time of start of the SEEs.

6.1.6 Promotion / Progression Criteria

The Programme Board of Examiners of respective department makes decisions on the assessment and promotion of each

student and report to the College Academic Committee for final endorsement and declaration of the result. A student failing in not more than two (2) modules shall qualify for promotion to next higher semester. However, the student has to repeat the failed module(s) whenever the module(s) are offered next and a **student may not register for more than 2 repeat modules in addition to the modules prescribed for the semester.**

6.1.7   Assessment of a Module and Progression [WAL D1.6]

(a) To pass a module a student must obtain a minimum of 50% overall marks including both the CA and SEEs. However, students must obtain a minimum of 40% marks each in CA and SEEs in each module.

(b) A student will be awarded a mark of zero for non-submission of a component of course work.

   (a) A student who has been absent from the examination or who has performed badly due to illness or other cause acceptable to the Programme Board of Examiners shall be allowed to take the examination and it shall be treated as a first assessment. The examination will be conducted during re-assessment time.

6.1.8   Re-assessment and Repeat of a module [WAL D1.6]

   (a) Reassessment is permitted to allow a student to make good an initial failure.

   (b) A student may be re-assessed in a failed module(s) provided that he or she:

   - has not failed in more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number).

   - shall not be re-assessed in a module more than once.

   (c) Re-assessments should take place before, or at the commencement of the next semester.

   (d) A student who is re-assessed for a module failure, where there are no clear extenuating circumstances, shall be awarded no more than 50% marks on passing the re-assessment, this being the minimum pass marks.

   (e) A student shall be eligible to repeat failed module(s) where he or she:

- has failed in the re-assessment of module(s). In such an event, the student shall meet all assessment requirements of those modules. For students under this category, attendance in lectures is not mandatory.

- has failed more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number of modules). In such an event the student shall meet all teaching, learning and assessment requirements of the failed modules. For students under this category, attendance in lectures is mandatory.

(f) A student will be given the opportunity to repeat a failed module when it is offered at the first available instance.

(g) Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.

(h) A student may repeat a failed module any number of times within the normal registration period for completing an award. In the event a student fails a repeated module, he/she will not be eligible for reassessment.

(i) Any students who have to repeat a module(s) have to pay the tuition fees for each module being repeated.

(j) The normal / prescribed duration of course at JNEC for B.E is 4 years and 2 years for Diploma programme.

(k) Any student(s) who fail to complete the course within the normal / prescribed duration have to repeat the course as a self-financed student. Such candidate(s) has to bear the tuition fee and stipend.

(l) The maximum period of registration for both full-time and part-time students will not exceed more than two years beyond the normal duration of the programme.

(m) Over and above the 2 years of extended period of registration on academic grounds, students may be granted an additional year for extenuating circumstances subject to acceptance of the extenuating circumstances by the Programme Board of Examiners.

(n) Any student(s) not able to complete the course within the maximum period of registration has to withdraw from the

programme and will not be eligible for the award of diploma.

(o) Students who fail in On-the-Job Training or Project Work shall repeat the same at their own expense. They have to make arrangements for accommodation and food.

(p) Any student failing to register to repeat the failed module will be treated failed in that module and losses one opportunity to repeat the module [13th IAC].

6.1.9 Re-Check of Module

(q) Students can request for recheck of their semester end examination answer scripts. The recheck will ensure that all sections of a student's responses are marked and that all marks are accounted for in the total. An administrative fee of Nu 200 per module will be levied. The fee will be reimbursed in the event of an error resulting in change in the marks of a student.

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

a) As per the decision of College Academic Committee, students applying for recheck must appeal within 15 days after the declaration of end examination result. Further delay appeal will not be entertained under any circumstances

6.1.10 Academic Dishonesty [D4, WAL]

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:

(a) **Collusion:** the representation of a piece of unauthorized group work as the work of a single candidate.

(b) **Commissioning:** submitting an assignment done by another person as the student's own work.

(c) **Duplication:**   the inclusion in coursework of material identical or substantially similar to material which has already been submitted for any other assessment within the University.
(d) **False declaration:** making a false declaration in order to receive special consideration by an Examination Board or to obtain extensions to deadlines or exemption from work.
(e) **Falsification of data:** presentation of data in laboratory reports, projects, etc., based on work purported to have been carried out by the student, which have been invented, altered or copied by the student.
(f) **Plagiarism:** the unacknowledged use of another's work as if it were one's own.

Examples are:
  1. verbatim copying of another's work without acknowledgement
  2. paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement
  3. ideas or intellectual data in any form presented as one's own without acknowledging the source(s)
  4. 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
  5. 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
  6. use of any material without prior permission of copyright from appropriate authority or owner of the materials used

6.1.11 Penalties for Academic Dishonesty
  1. A candidate found to be in breach of examination regulations shall have all registered written examinations of that semester declared void i.e. declared failed by receiving zero in all examinations. This shall also apply to examinations for reassessment. *(This paragraph should be read in conjunction with paragraph 6 under Section C1 of the Wheel of Academic Law).*
  2. Candidates found in breach of examination regulations during a reassessment examination will have all the

reassessment examinations declared void and awarded a zero in all the reassessment examinations.

Additional regulations will remain valid as per WAL uploaded in the RUB webpage.

Note:

The re-assessment (supplementary examination) is normally conducted one week prior to the commencement of the new semester.

6.2   Final Results and Award

6.2.1   A student eligible for the award of Diploma or under graduate on successful completion of the prescribed course. S/he must be a registered student of the college.

6.2.2   The overall mark at the end of each semester is the mark awarded for each module in that semester weighted by the proportional size (or credit value) of that module.

The final mark should be combination of the overall mark of all the years weighted in the following manner:

Duration of programme (in year)	Weightings (%) taken from every year of the programme				
	1	2	3	4	5
1	100				
2	70	30			
	40	60			
3	20	30	50		
4	10	20	30	40	
5	10	10	20	20	40

6.2.3   Judgment of performance will be made in the following scales:

a) 80% and above - An outstanding performance.

b) 70 - 79.9% - Very good performance.

c) 60 - 69.9% - Good performance.

d) 50 – 59.9% - Satisfactory performance.

e) 49.9 % and below – Fail

6.2.4   Eligibility for the award of position.
   a) Only students who have passed all the modules in the first attempt are eligible for first and second position.
   b) Any student who had taken re-assessment or had to repeat module(s) or semester will be eligible to compete from third position onwards.
   c)

6.3   Dos and Don'ts during the Examination

1. All Students/Candidates should be present at the vicinity of the examination hall thirty minutes before the scheduled time of the commencement of examination.
2. Students/Candidates should enter the examination hall only after the invigilators have entered.
3. Students/Candidates should occupy their own allocated seats. Any change of the seats without the permission from the Chief Invigilator will result in the expulsion of the candidate from the examination.
4. Students/Candidates must reach the examination hall in the prescribed time. Anyone coming later than 20 minutes without any valid reasons will not be permitted to appear in the Particular Examination. Should there be any genuine reasons; such students/candidate will require to bring the approval from the DAA / President. However, loss of time in the process of obtaining the written approval will not be entertained.
5. Students/Candidates are not allowed to take any paper(s) other than their identity cum permission card/college card into the examination hall except in the Open book examination. Students/Candidates found carrying any restricted materials shall be detained for further query.

6. All students/candidates should ensure that they bring their own pen, pencil, scale, ink, eraser, calculator, instrument box, etc. that would be required for the specific examination. Borrowing of any such materials from their colleagues will not be permitted during the examination time. Any attempt to borrow such materials from the colleagues may result in expulsion of the students/candidates from the examination hall. They will not be allowed to even request the invigilators to borrow such materials from another examinee.

7. Students/Candidates should ensure that the approved support materials such as calculator, log tables, data sheets, instruments box should be free from any additional information or writings.

8. Students/Candidates should use only blue / black ink pen/ ball pen for writing answers and filling up the information on the cover page of the answer book. Writing answers by pencil is not permitted in the examination / tests except for drawing figures or graphs. [9th IPBE].

9. Programmable or text storing calculators are not permitted in the examination hall.

10. Students/Candidates are not permitted to bring mobile phones or any other electronics equipment, other than a standard scientific calculator, into the examination hall. If such restricted items are found by the invigilators during checking, the same will be seized and handed over to the Examination center for further investigation and action.

11. Students/Candidates should complete the entries of their Examination particulars such as Student (registration) number, discipline of study, module name and date of examination on the cover page of the answer book before they start writing the examination. No one is allowed to write his or her name anywhere on the answer book. Answer books without students/candidates number and invigilators signature will be disqualified and will not be evaluated.

12. Students/Candidates are required to check their answer books before they start writing on it. If any page or pages are found to be torn or not in writing condition, the matter must be reported to the invigilators for replacement 8.13. Every student/candidate is required to write his / her student number (registration number) on their question papers also.
13. All Supplementary answer sheets, if any used, must contain the individual's student number/Registration number, Dated signature of the invigilators and must be serially arranged and tied or stapled.
14. Students/Candidates will be discouraged to go for needs of any kind during the examination. In case of urgency, they may be allowed to go one at a time. However they may be checked for the possession of any restricted materials any time.
15. Students/Candidates should be allowed to leave the examination hall only after two third of the examination time has been completed. They are required to submit their answer script to any of the invigilators before leaving the examination hall. If any student(s)/candidate(s) leaves the examination hall without submitting the answer scripts, s/he will be awarded ZERO marks and declared failed in that module.
16. Students/Candidates are advised not to adopt any unfair means during examination. If any candidate is found using any sort of unfair means or found in possession of any materials that could be used as unfair means in the examination, the invigilator shall ceasethe answer book along with the materials used for unfair means and report the case immediately to Examination cell with a written report for final verification by the Authority and action by the PBE. The students/candidate may be given a fresh answer sheet to continue writing his / her examination.
17. Any students/candidates failing to report to the examination without prior information and approval will be awarded ZERO marks and the candidate will

be treated failed in that module. However, s/he will be eligible to appear in the re-assessment. Only the minimum marks required to pass the module will be considered and not the actual marks obtained in the re-assessment.

18. Similarly, if any student/candidate fails to report for the re-assessment, such students/candidates will be declared failed in that module. Such students(s)/candidate(s) may be permitted to repeat the module provided the maximum permissible duration of the course is not exhausted.

7. Module Matrices for the Programmes offered at JNEC

7.1 Module Matrix for B.E. in Power Engineering

Year 1 - Semester I

Module Code	Name of Module	Credit	Time Allocation			Assessment			
			L	T	P	CA (Th.)	CA (P)	Sem. Exam	Total Marks
ADE101	Analog and Digital Electronics	12	3	1	2	25	25	50	100
AMA102	Applied Mathematics I	12	3	1	0	25	0	75	100
EGP101	Engineering Graphics*	12	1	0	5	50	0	50	100
ACS101	Academic Skills*	12	2	1	2	100	0	0	100
EDW101	Electrical Drawing and Workshop Practice	12	1	2	2	50	50	0	100
Total		**60**	**10**	**5**	**11**	**250**	**75**	**175**	**500**

Year 1 – Semester II

Module Code	Name of Module	Credit	Time Allocation			Assessment			
			L	T	P	CA (Th.)	CA (P)	Sem. Exam	Total Marks
BEE103	Circuit Theory and Networks	12	3	1	2	25	25	50	100
AMA103	Applied Mathematics II	12	3	1	0	25	0	75	100
FME208	Fluid Mechanics	12	3	1	2	25	25	50	100
DZG101	Dzongkha Communication*	12	2	0	2	25	25	50	100
EMI102	Measurements and Instrumentation	12	3	1	2	25	25	50	100
Total		**60**	**14**	**4**	**8**	**125**	**100**	**275**	**500**

Year 2 – Semester I

Module Code	Name of Module	Credit	L	T	P	CA (Th.)	CA (P)	Sem. Exam	Total Marks
EMC203	DC Machines and Transformers	12	3	1	2	25	25	50	100
AMA204	Applied Mathematics III	12	3	1	0	25	0	75	100
PEG201	Electrical Power Generation	12	3	1	0	25	0	75	100
PEG202	Hydro Power Engineering	12	3	1	2	25	25	50	100
EMT201	Electro Magnetic Field Theory	12	3	1	0	25	0	75	100
Total		**60**	**15**	**5**	**4**	**125**	**50**	**325**	**500**

Year 2 – Semester II

Module Code	Name of Module	Credit	L	T	P	CA (Th.)	CA (P)	Sem. Exam	Total Marks
EMC204	AC Machines	12	3	1	2	25	25	50	100
PEG203	Electrical Power Transmission and Distribution	12	3	1	0	25	0	75	100
PEL202	Power Electronics	12	3	1	2	25	25	50	100
EMA202	Energy Management and Auditing	12	3	1	0	25	0	75	100
COP204	Data Structure and Object Oriented Programming in C++	12	1	0	3	25	25	50	100
Total		**60**	**13**	**4**	**7**	**125**	**75**	**300**	**500**

Year 3- Semester I

Module Code	Name of Module	Credit	Time Allocation			Assessment			
			L	T	P	CA (Th.)	CA (P)	Sem. Exam	Total Marks
PEG304	Utilization of Electrical Energy	12	3	1	0	25	0	75	100
CSY303	Automatic Control System	12	3	1	2	25	25	50	100
PEG305	Power System Protection and Switchgear	12	3	1	2	25	25	50	100
PEG306	Power System Analysis and Stability	12	3	1	2	25	25	50	100
PRW302	Basic Research Methods and Seminar	12	1	2	0	100	0	0	100
Total		**60**	**13**	**6**	**6**	**200**	**75**	**225**	**500**

Year 3- Semester II

Module Code	Name of Module	Credit	Time Allocation			Assessment			
			L	T	P	CA (Th.)	CA (P)	Sem. Exam	Total Marks
PEG307	Power System Operation and Control	12	3	1	2	25	25	50	100
RER301	Renewable Energy Resources	12	3	1	0	25	0	75	100
PEL303	Power Electronics Application	12	3	1	2	25	25	50	100
COP305	Microcontroller and Embedded System	12	3	1	2	25	25	50	100
MNG302	Engineering Economics and Management	12	3	0	0	25	0	75	100
Total		**60**	**15**	**4**	**6**	**125**	**75**	**300**	**500**

Year 4- Semester I

Module Code	Name of Module	Credit	Time Allocation			Assessment			
			L	T	P	CA (Th.)	CA (P)	Sem. Exam	Total Marks
PEG408	Power System Optimization	12	3	1	2	25	25	50	100
PEM401	Power System Economics and Hazard Management	12	3	1	0	25	0	75	100
PEG409	High Voltage Engineering and Insulation Coordination	12	3	1	2	25	25	50	100
	Elective 1	12	3	1	0	25	0	75	100
PRW404	Project Work	VII & VIII Sem.			4	25 Marks for ongoing review			
	Total	**48**	**12**	**4**	**8**	**125**	**50**	**250**	**425**

Year 4- Semester II

Module Code	Name of Module	Credit	Time Allocation			Assessment			
			L	T	P	CA (Th.)	CA (P)	Sem. Exam	Total Marks
SEN401	Sustainable Engineering	12	3	1	0	25	0	75	100
	Elective 2	12	3	1	0	25	0	75	100
OJT402	Internship and Seminar	12	Min. 45 days (internal 60 and external examiner 40 marks respectively)						100
PRW404	Project Work	36	0	0	6	Ongoing, review, reports and presentation			75
	Total	**72**	**6**	**2**	**6**	**150**	**75**	**150**	**375**

Note: L: Lecture T: Tutorial P: Practical CA: Continuous Assessment

7.2 Module Matrix for B.E. in Mechanical Engineering

Year 1– Semester I

Sl. No	Code	Name of the Module	Contact Hours			Credit	Marks			
			L	T	P		Theory		P	Total
							CA	EX	CA	
1	EGP101	Engineering Graphics	1	0	5	12	50	50	0	100
2	DZG101	Dzongkha Communication	2	0	2	12	50	50	0	100
3	ACS101	Academic Skills	2	0	2	12	100	0	0	100
4	FME104	Material science	3	0	2	12	25	50	25	100
5	FEE102	Fundamentals of Electrical Engineering	3	1	2	12	25	50	25	100
Total			**11**	**1**	**13**	**60**	**250**	**200**	**50**	**500**

Year 1– Semester II

Sl. No	Code	Name of the Module	Contact Hours			Credit	Marks			
			L	T	P		Theory		P	Total
							CA	EX	CA	
1	FME105	Mechanics of Materials-I	3	1	2	12	25	50	25	100
2	AMA102	Applied Mathematics-I	3	1	0	12	25	75	0	100
3	MDD103	Mechanical Drawing	1	0	4	12	50	50	0	100
4	ADE101	Analog and Digital Electronics	3	1	2	12	25	50	25	100
5	COP204	Data structure & Object-Oriented Programming in C++	1	1	3	12	25	50	25	100
Total			**11**	**4**	**11**	**60**	**150**	**275**	**75**	**500**

Year 2- Semester I

Sl. No	Code	Name of the Module	Contact Hours			Credits	Marks				Total
			L	T	P		Theory		P		
							CA	EX	CA		
1	FME206	Mechanics of Materials-II	3	1	2	12	25	50	25		100
2	AMA103	Applied Mathematics-II	3	1	0	12	25	75	0		100
3	FEE203	Fundamentals of Electrical Machines	3	1	2	12	25	50	25		100
4	FME207	Metrology	3	0	2	12	25	50	25		100
5	PAE206	Engineering Thermodynamics	3	1	0	12	25	75	0		100
Total			15	4	6	60	125	300	75		500

Year 2- Semester II

Sl. No	Code	Name of the Module	Contact Hours			Credits	Marks				Total
			L	T	P		Theory		P		
							CA	EX	CA		
1	FME208	Fluid Mechanics	3	1	2	12	25	50	25		100
2	AMA205	Applied Mathematics IV	3	1	0	12	25	75	0		100
3	MPT205	Manufacturing Processes – I	3	0	2	12	25	50	25		100
4	FME209	Kinematics & Dynamics of Machines	4	1	2	12	25	50	25		100
5	MDD204	Computer Aided Design/ Computer Aided Manufacturing	3	0	2	12	25	50	25		100
Total			16	3	8	60	125	275	100		500

Year 3- Semester I

Sl. No	Code	Name of the Module	Contact Hours			Credits	Marks			
			L	T	P		Theory		P	Total
							CA	EX	CA	
1	PAE307	Hydraulic Machines	3	1	2	12	25	50	25	100
2	AMA306	Numerical Methods and Optimization	3	1	2	12	25	50	25	100
3	MPT306	Manufacturing Processes – II	3	0	2	12	25	50	25	100
4	EMC403	Engineering Economy	3	0	2	12	25	50	0	100
5	PAE308	Heat & Mass Transfer	3	1	2	12	25	50	25	100
		Total	**15**	**3**	**10**	**60**	**125**	**250**	**100**	**500**

Year 3- Semester II

Sl. No	Code	Name of the Module	Contact Hours			Credits	Marks			
			L	T	P		Theory		P	Total
							CA	EX	CA	
1	CSY303	Automatic Control System	3	1	2	12	25	50	25	100
2	PAE309	Heating, Ventilation & Air Conditioning	3	1	0	12	25	75	0	100
3	MPT307	Advanced Manufacturing Technology	3	0	2	12	25	50	25	100
4	IMA305	Fluid Power and Automation	3	0	2	12	25	50	25	100
5	PRW303	Research Methodology	3	0	2	12	30	0	70	100
		Total	**15**	**2**	**8**	**60**	**130**	**225**	**145**	**500**

Year 4- Semester I

Sl. No	Code	Name of the Module	L	T	P	Credits	CA	EX	CA	Total
			Contact Hours				**Marks**			
							Theory		**P**	
							CA	EX	CA	Total
1	IAM405	Mechatronics	3	0	2	12	25	50	25	100
2	MDD405	Design of Machine Elements	3	1	0	12	25	75	0	100
3	PAE410	Automotive Engineering	3	0	2	12	25	50	25	100
4	EEA401	Engineering Economy	3	0	2	12	25	50	25	100
5	PRW405	Project	7th & 8th sem.		1	-	Proposal presentation & 1st review		20	20
	Total		**12**	**2**	**9**	**48**	**100**	**225**	**95**	**420**

Year 4- Semester II

Sl. No	Code	Name of the Module	L	T	P	Credits	CA	EX	CA	Total
			Contact Hours				**Marks**			
							Theory		**P**	
							CA	EX	CA	Total
1	IAM407	Industrial Engineering	3	1	0	12	25	75	0	100
2	MPT408	Maintenance Engineering	3	1	0	12	50	50	0	100
3		Electives*	-	-	-	12	-	-	-	-
4	OJT402	Internship & Seminar	0	0	1	12	0	60	40	100
5	PRW405	Project	7th & 8th sem.		1	24	Ongoing Review, Report, & Guide assessment		80	80
	Total		**6**	**2**	**2**	**72**	**75**	**185**	**120**	**380**

7.3 Module Matrix for B.E. in Surveying and Geoinformatics Engineering.

Year 1 – Semester I

Sl. No	Code	Module Name	Credit	Time Allocation			Assessment			Total Marks
				L	T	P	CA	EX	P	
1	BSR104	Introduction to Surveying and Computation	12	3	0	3	25	50	25	100
2	RST101	Basic Remote Sensing	12	3	1	0	30	70	0	100
3	CTR101	Geographic Information System	12	3	0	3	25	50	25	100
4	CAS102	Computer Applications in Surveying*	12	1	1	3	10	0	90	100
5	ACS101	Academic Skills*	12	2	0	2	100	0	0	100
		Total	60	12	2	11	190	170	140	500

Year 1 – Semester II

Sl. No	Code	Module Name	Credit	Time Allocation			Assessment			Total Marks
				L	T	P	CA	EX	P	
1	CAS103	Introduction to GNSS	12	3	0	3	25	50	25	100
2	RST102	Basic Photogrammetry	12	3	0	2	25	50	25	100
3	GDS101	Geodesy-I	12	3	1	2	35	50	15	100
4	AMA102	Applied Mathematics I*	12	3	1	0	25	75	0	100
5	DZG101	Dzongkha Communication*	12	2	2	0	50	50	0	100
		Total	60	14	4	7	160	275	65	500

Year 2 – Semester I

Sl. No	Code	Module Name	Credit	Time Allocation			Assessment			Total Marks
				L	T	P	CA	EX	P	
1	CAS207	Total Station Surveying	12	3	0	3	25	50	25	100
2	RST204	Digital Photogrammetry	12	3	1	2	25	50	25	100
3	GDS203	Geodesy - II	12	3	0	0	25	75	0	100
4	AMA103	Applied Mathematics II*	12	3	1	0	25	75	0	100
5	SYS210	Python Programming	12	3	1	2	20	40	40	100
Total			**60**	**15**	**3**	**7**	**120**	**290**	**90**	**500**

Year 2 – Semester II

Sl. No	Code	Module Name	Credit	Time Allocation			Assessment			Total Marks
				L	T	P	CA	P	P	
1	CAS210	Construction Surveying	12	3	0	3	25	50	25	100
2	RST205	Digital Image Processing	12	3	0	3	25	50	25	100
3	CTR204	Map Projection	12	3	1	0	25	75	0	100
4	AMA204	Applied Mathematics III*	12	3	1	0	25	75	0	100
5	SYS211	Database Management System	12	3	1	2	20	40	40	100
Total			**60**	**15**	**3**	**8**	**120**	**290**	**90**	**500**

Year 3 – Semester I

Sl. No	Code	Module Name	Credit	Time Allocation			Assessment			Total Marks
				L	T	P	CA	EX	P	
1	CTR202	Cartography*	12	3	1	0	25	75	0	100
2	RST306	Advanced Remote Sensing- I	12	3	1	0	30	70	0	100
3	CAS311	GNSS and its Application	12	3	0	3	25	50	25	100
4	AMA307	Fundamentals of Geo-statistics	12	3	1	0	30	70	0	100
5	CTR305	GIS Data Analysis and Modelling	12	2	0	3	30	45	25	100
Total			**60**	**14**	**3**	**6**	**140**	**310**	**50**	**500**

Year 3 – Semester II

Sl. No	Module Code	Module Name	Credit	Time Allocation			Assessment			Total Marks
				L	T	P	CA	EX	P	
1	SAA301	RS and GIS for Agriculture and Forestry	12	3	0	0	50	50	0	100
2	RST307	Advanced Remote Sensing - II	12	3	0	2	25	50	25	100
3	SAA302	Geological Remote Sensing and Techniques	12	3	0	0	50	50	0	100
4	SAA303	RS and GIS for Disaster Management	12	3	0	0	50	50	0	100
5	PRW302	Basic Research Method and Seminar*	12	1	2	0	100	0	0	100
Total			**60**	**13**	**2**	**2**	**275**	**200**	**25**	**500**

Year 4 – Semester I

Sl. No	Module Code	Module Name	Credit	Time Allocation			Assessment			Total Marks
				L	T	P	CA	EX	P	
1	LMA201	Land Management and Administration	12	3	1	0	30	70	0	100
2	SAA404	RS and GIS for Environmental Engineering	12	3	0	0	50	50	0	100
3	SAA405	RS and GIS for Urban and Regional Planning	12	3	0	0	50	50	0	100
4	EDP101	Entrepreneurship*	12	2	2	0	80	20	0	100
5	PRW405	Project Work*	VII and VIII Sem.			1	Proposed presentation and 1st review		20	20
Total			**48**	**11**	**3**	**1**	**210**	**190**	**20**	**420**

Year 4 – Semester II

Sl. No	Module Code	Module Name	Credit	Time Allocation			Assessment			Total Marks
				L	T	P	CA	EX	P	
1	EEA401	Engineering Economy*	12	3	0	2	30	70	0	100
2	CTR406	Web GIS	12	3	0	0	50	50	0	100
3	OJT402	Internship and Seminar*	12	Min. 45 days (internal 60 and external examiner 40 marks respectively)						100
4	RST408	Unmanned Aerial System	12	2	0	2	80	20	0	100
5	PRW405	Project Work*	24	0	0	1	Ongoing review, report & guide assessment		80	80
Total			**72**	**8**	**0**	**5**	**115**	**150**	**115**	**480**

7.2   Module Matrix for Diploma in Civil Engineering

Sl. No	Code No	Module Name	L	T	P	Credits	CA	EX	CA	Total
Year I Semester I			**Contact Hours**				**Marks**			
							Theory		**P**	
1	MAT101	Engineering Mathematics	3	1	0	12	25	75	0	100
2	CWP101	Civil Engg. Workshop Practice	0	0	6	12	0	0	100	100
3	EGP101	Engineering Graphics	1	0	5	12	50	50	0	100
4	TOS101	Engineering Mechanics	2	1	2	12	25	50	25	100
5	BCM101	Building Construction and Materials	2	1	2	12	25	50	25	100
6	ACS101	Academic Skills	2	2	0	12	100	0	0	100
Total			10	5	15	72	225	225	150	600

Year I Semester II

			L	T	P	Credits	CA	EX	CA	Total
1	TOS102	Strength of Materials	3	1	0	12	25	75	0	100
2	BPD101	Civil Engineering Drawing	1	0	4	12	50	50	0	100
3	SRY102	Surveying	2	1	3	12	25	50	25	100
4	DZG101	Dzongkha Communication	2	2	0	12	50	50	0	100
5	FOE101	Soil Mechanics and Foundation Engineering	3	1	2	12	25	50	25	100
		Total	11	5	9	60	175	275	50	500

			Contact Hours			Credits	Marks			
Year II Semester I							Theory		P	
Sl. No	Code No	Module Name	L	T	P		CA	EX	CA	Total
1	TOS203	Structural Mechanics	3	1	0	12	25	75	0	100
2	BPD202	Estimating and Costing	3	2	0	12	50	50	0	100
3	BPD203	Structural Detailing and Drawing	1	0	4	12	0	50	50	100
4	FLM201	Fluid Mechanics	3	1	2	12	25	50	25	100
5	HWE201	Highway Engineering	3	1	2	12	25	50	25	100
Total			13	5	8	60	175	275	50	500

Year II Semester II

1	MNG201	Principle of Management	3	1	0	12	25	75	0	100
2	EVE201	Environmental Engineering	3	1	2	12	25	50	25	100
3	TOS204	Structural Engineering	3	1	0	12	25	75	0	100
4	EVE202	Irrigation Engineering	3	1	0	12	25	75	0	100
5	PRW201	Project Work	0	0	3	12	75	25	0	100
6	OJT201	On The Job Training& Seminar	0	0	1	12	50	50	0	100
Total			12	4	6	72	225	350	25	600

7.3   Module Matrix for Diploma in Electrical Engineering

Year I Semester I			Contact Hours			Credits	Marks			
							Theory		P	
Sl. No	Code No	Module Name	L	T	P		CA	EX	CA	Total
1	EGP101	Engineering Graphics	1	0	5	12	50	50	0	100
2	DZG101	Dzongkha Communication*	2	2	0	12	50	50	0	100
3	EEC101	Basic Electronics	3	1	2	12	25	50	25	100
4	BEE101	Basic Electrical Engineering	3	1	2	12	25	50	25	100
5	EWP101	Electrical Workshop Practice –I	0	0	4	12	0	0	100	100
TOTAL			9	4	13	60	150	200	150	500

Year I Semester II

1	MAT101	Engineering Mathematics	4	0	0	12	25	75	0	100
2	ACS101	Academic Skills*	2	2	0	12	100	0	0	100
3	EDE101	Electrical Design Drawing and Estimation – I	1	0	3	12	50	50	0	100
4	EMI101	Electrical Measurements and Instrumentation	3	1	2	12	25	50	25	100
5	EMC101	Electrical Machines - I	3	1	2	12	25	50	25	100
6	EWP102	Electrical Workshop Practice – II	0	0	4	12	0	0	100	100
TOTAL			13	4	11	72	225	225	150	600

Sl. No	Code No	Module Name	L	T	P	Credits	CA	EX	CA	Total
Year II Semester I			**Contact Hours**				**Marks**			
							Theory		**P**	
							CA	EX	CA	
1	MNG201	Principles of Management	3	1	0	12	25	75	0	100
2	PSY201	Power System-I	3	1	0	12	25	75	00	100
3	EMC202	Electrical Machines – II	3	1	2	12	25	50	25	100
4	PEL201	Power Electronics	3	1	2	12	25	50	25	100
5	EDE202	Electrical Design Drawing and Estimation- II	1	0	3	12	50	50	0	100
TOTAL			13	4	7	60	150	300	50	500

		Year II Semester II								
1	CSY201	Control System	3	1	2	12	25	50	25	100
3	PSY202	Power System – II	3	1	0	12	25	75	0	100
2	PSY203	Switchgear and Protection	3	1	2	12	25	50	25	100
4		Elective	3	1	0	12	25	75	0	100
5	PRW201	Project Work	0	0	2	12	0	0	100	100
6	OJT201	On the Job Training and Seminar	0	0	1	12	50	50	0	100
TOTAL			12	4	7	72	150	300	150	600

Electives:

1. EDP201 Entrepreneurship Development*
2. AKS101Analytical Skills*
3. PSY205 Utilization and Traction
4. EMA202 Energy Management and Auditing**
5. CEG204 Communication Engineering
6. EVS201 Environmental Science
7. PSY204 Hydro Power Engineering
8. RER201 Renewable Energy Resources Development Technology

   *University wide module

   ** Denotes pre-existing modules in ECE and BE Power Engineering.

7.4   Module Matrix for Diploma in Mechanical Engineering

Sl. No	Code No	Module Name	L	T	P	Credits	Theory CA	Theory EX	P CA	Total
— Year I Semester I			Contact Hours			Credits	Marks			
1	EGP101	Engineering Graphics	1	0	5	12	50	50	0	100
2	TOS101	Engineering Mechanics	2	1	2	12	25	50	25	100
3	WTG101	Workshop Technology	3	0	2	12	25	50	25	100
4	WEL101	Welding Technology	3	0	4	12	25	50	25	100
5	DZG101	Dzongkha for communication	2	2	0	12	50	50	0	100
		Total	**11**	**3**	**13**	**60**	**175**	**250**	**75**	**500**

Year I Semester II

Sl. No	Code No	Module Name	L	T	P	Credits	Theory CA	Theory EX	P CA	Total
1	ACS101	Academic Skill	2	2	0	12	100	0	0	100
2	MAT101	Engineering Mathematics	4	0	0	12	25	75	0	100
3	TDS101	Thermodynamics	3	1	0	12	25	75	0	100
4	MED101	Mechanical Engineering Drawing	1	0	5	12	0	50	50	100
5	EGM101	Engineering Materials	3	0	2	12	25	50	25	100
6	WTG102	Workshop Theory & Practice – I	3	0	4	12	25	50	25	100
		Total	**16**	**3**	**11**	**72**	**200**	**300**	**100**	**600**

Year II Semester I			Contact Hours			Credits	Marks			
							Theory		P	Total
Sl. No	Code No	Module Name	L	T	P		CA	EX	CA	
1	MNG201	Principle of Management	3	1	0	12	25	75	0	100
2	ENC201	Mechanical Estimating & Costing	3	1	0	12	25	75	0	100
3	HPM201	Fluid Power	3	0	3	12	25	50	25	100
4	HPM202	Hydraulic & Hydraulic Machines	3	1	2	12	25	50	25	100
5	WTG203	Workshop Theory & Practice – II	1	0	5	12	25	0	75	100
		Total	**13**	**3**	**10**	**60**	**125**	**250**	**125**	**500**

Year II Semester II

			L	T	P	Credits	CA	EX	CA	Total
1	CSY202	Industrial Drives & Control	3	1	2	12	25	50	25	100
2	AME201	Automobile Engineering	3	0	3	12	25	50	25	100
3	TOM201	Theory of Machines	3	1	0	12	25	75	0	100
4		Elective	3	1	1*	12	25	75	0	100
5	OJT201	On the Job Training and Seminar	0	0	1	12	0	0	100	100
6	PRW201	Project work	0	0	2	12	0	0	100	100
		Total	**12**	**3**	**9**	**72**	**100**	**250**	**250**	**600**

Electives:

1. ACR201 Refrigeration & Air Conditioning
2. CTE201 Construction Equipment
3. RES201 Renewable Energy System
4. FPM101 Farm Power and Machinery
5. IEM201 Industrial Engineering & Management
6. EDP201 Entrepreneurship Development
7. EVS201 Environmental Science

*hour for module with practical component.

7.5 Module Matrix for Diploma in Computer System and Network

Sl. No	Code No	Module Name	L	T	P	Credits	CA	EX	CA	Total
		Year I Semester I	**Contact Hours**				**Marks**			
							Theory		**P**	
			L	T	P		CA	EX	CA	Total
1	MGT101	IT Fundamentals and Office Productivity Tools	2	0	2	12	50	0	50	**100**
2	SYS101	Fundamentals of Programming with C	3	1	2	12	30	40	30	**100**
3	SYS102	Introduction to Database	4	1	2	12	30	40	30	**100**
4	MAT101	Engineering Mathematics	4	0	0	12	25	75	0	**100**
5	ACS101	Academic Skills	2	2	0	12	100	0	0	**100**
		Total	**15**	**4**	**6**	**60**	**235**	**155**	**110**	**500**

Year I Semester II

			L	T	P	Credits	CA	EX	CA	Total
1	HDW101	Computer Hardware Troubleshooting and Maintenance	3	0	3	12	30	20	50	**100**
2	SYS103	Fundamentals of Server Technology	3	1	2	12	30	30	40	**100**
3	NET101	Physical Networking	2	1	4	12	30	20	50	**100**
4	NET102	Internetworking Protocols and Standards	5	1	1	12	30	60	10	**100**
5	DZG101	Dzongkha Communication	2	2	0	12	50	50	0	**100**
		Total	**15**	**6**	**9**	**60**	**170**	**180**	**150**	**500**

Year II Semester I			Contact Hours			Credits	Marks			
							Theory		P	
Sl. No	Code No	Module Name	L	T	P		CA	EX	CA	Total
1	NET203	Routing and Switching	2	1	3	12	30	20	50	**100**
2	SYS204	Linux System Administration	3	1	3	12	30	30	40	**100**
3	SYS205	Windows Server Administration	3	1	2	12	30	30	40	**100**
4	SYS206	System Analysis and Design	4	3	0	12	30	60	10	**100**
5	SYS207	Web Technology and Design	3	1	3	12	30	30	40	**100**
		Total	**15**	**7**	**11**	**60**	**150**	**170**	**180**	**500**

Year II Semester II

			L	T	P	Credits	CA	EX	CA	Total
1	MGT202	Information Security Management	3	1	3	12	30	30	40	**100**
2	SYS208	Linux Network Services Administration	3	1	3	12	30	30	40	**100**
3	SYS209	Windows Active Directory	3	1	3	12	30	20	50	**100**
4	NET204	Network Design and Management	3	1	3	12	30	30	40	**100**
5	PRW201	Project	0	0	3	12	0	0	100	**100**
		Total	**12**	**4**	**15**	**60**	**120**	**110**	**270**	**500**

8.6 Module Matrix for Diploma in Electronics & Communication Engineering

Sl. No	Code No	Module Name	L	T	P	Credits	CA	EX	CA	Total
		Year I Semester I	Contact Hours				Theory		P	
			L	T	P		CA	EX	CA	Total
1	DZG101	Dzongkha Communication	2	2	0	12	50	50	0	**100**
2	OSH101	Occupational Health and Safety	2	1	2	12	60	0	40	**100**
3	EEE101	Electrical Technology	3	0	2	12	30	40	30	**100**
4	CNE101	Computer Fundamentals and Programming in C	3	0	3	12	40	30	30	**100**
5	EEE102	Electronic Devices and Circuits	3	0	2	12	30	40	30	**100**
		Total	**13**	**3**	**9**	**60**	**210**	**160**	**130**	**500**

Year I Semester II

Sl. No	Code No	Module Name	L	T	P	Credits	CA	EX	CA	Total
1	AMA101	Applied Mathematics	3	1	0	12	25	75	0	**100**
2	TCE101	Analog and Digital Communication	3	0	2	12	30	40	30	**100**
3	ICE101	Instrumentation and Process Control	2	1	2	12	30	40	30	**100**
4	CNE102	Data Communication and Networking	2	1	3	12	30	40	30	**100**
5	ACS101	Academic Skills	2	0	2	12	100	0	0	**100**
6	EEE103	Digital Electronics and Logic Circuits	3	0	2	12	30	40	30	**100**
		Total	**15**	**3**	**11**	**72**	**245**	**235**	**120**	**600**

Year II Semester I			Contact Hours			Credits	Marks			Total
							Theory		P	
Sl. No	Code No	Module Name	L	T	P		CA	EX	CA	Total
1	ICE202	Microprocessors and Microcontroller	3	0	3	12	30	40	30	**100**
2	TCE202	Antenna and Microwave Engineering	2	1	2	12	30	40	30	**100**
3	MNG201	Principle Management	3	1	0	12	25	75	0	**100**
4	TCE203	Telecommunication Systems	3	1	0	12	30	70	0	**100**
5	EEE204	Power Electronics	2	1	2	12	30	40	30	**100**
Total			**13**	**4**	**7**	**60**	**145**	**265**	**90**	**500**

Year II Semester II			Contact Hours			Credits	Marks			Total
							Theory		P	
Sl. No	Code No	Module Name	L	T	P		CA	EX	CA	Total
1	TCE204	Wireless and Mobile Communication	2	1	2	12	30	40	30	**100**
2	ICE203	Industrial Automation	3	0	3	12	30	40	30	**100**
3	CNE204	Optical Fiber Communication	3	1	0	12	30	70	0	**100**
4		Elective	3	0	0	12	30	70	0	**100**
5	PRW201	Project*	0	0	3	12	100	0	0	**100**
6	OJT201	OJT*	0	0	1	12	100	0	0	**100**
Total			**11**	**2**	**9**	**72**	**320**	**220**	**60**	**600**

Electives Modules:
1. EDP101 Entrepreneurship Development*
2. TCE205 Satellite Communication and Radar Engineering
3. ICE204 Biomedical Instrumentation
4. NET203 Switching and Routing*

2.2 Module Matrix for Diploma in Surveying

First Year Semester I

Sl. No.	Module Code	Name of the Module	Contact Hours			Credit	Marks			
			L	T	P		Theory		P	Total
							CA	EX	CA	
1	MAT101	Engineering Mathematics *	3	1	0	12	25	75	0	**100**
2	BSR101	Fundamentals of Surveying	2	1	3	12	25	50	25	**100**
3	CAS102	Computations and Field Surveying –I	2	1	3	12	25	50	25	**100**
4	ACS101	Academic Skills *	2	0	2	12	100	0	0	**100**
5	CAS101	Computer Aided Mapping	1	0	3	12	50	50	0	**100**
		Total	**10**	**3**	**11**	**60**	**225**	**225**	**50**	**500**

First Year Semester II

Sl. No.	Module Code	Name of the Module	Contact Hours			Credit	Marks			
			L	T	P		Theory		P	Total
							CA	EX	CA	
1	CAS103	Computation and Field Surveying –II	2	1	3	12	25	50	25	**100**
2	CAS104	Engineering Survey	2	1	3	12	25	50	25	**100**
3	DZO101	Dzongkha*	2	0	1	12	50	50	0	**100**
4	GDS102	Geodesy	3	1	0	12	25	75	0	**100**
5	MGT101	IT Fundamentals & Office Productivity Tools	3	1	0	12	25	75	0	**100**
		Total	**12**	**4**	**7**	**60**	**150**	**300**	**50**	**500**

Second Year Semester I

Sl. No.	Module Code	Name of the Module	Contact Hours L	T	P	Credit	Marks Theory CA	EX	P CA	Total
1	GIS202	Cartography	2	0	3	12	25	50	25	**100**
2	CAS205	Computation and Field Surveying-III	2	1	3	12	25	50	25	**100**
3	GNS102	Principle and Application of GNSS	3	1	0	12	25	75	0	**100**
4	GIS203	Principles and Application of GIS	2	1	2	12	25	50	25	**100**
5	RTS203	Photogrammetry and Remote sensing	3	0	2	12	25	50	25	**100**
		Total	**12**	**3**	**10**	**60**	**125**	**275**	**100**	**500**

Second Year Semester II

Sl. No.	Module Code	Name of the Module	Contact Hours L	T	P	Credit	Marks Theory CA	EX	P CA	Total
1	MNG201	Principles of Management*	3	1	0	12	25	75	0	**100**
2	CAS207	Surveying Analysis and Adjustment	3	1	0	12	25	75	0	**100**
3	LMA201	Land Management and Administration	3	1	0	12	25	75	0	**100**
4	OJT203	Survey Camp	0	0	1	12	50	50	0	**100**
5	PRW201	Project*	0	0	3	12	75	25	0	**100**
		Total	**9**	**3**	**4**	**60**	**200**	**300**	**0**	**500**

Note: L: Lecture T: Tutorial P: Practical CA: Continuous Assessment EX: Exam

* Denotes a pre-existing module in another department (Civil, Mechanical, Electrical and IT) at JNEC which will be adopted for the Diploma Programme in Surveying.

7.8 Module Matrix for Diploma in Materials and Procurement Management

First Year – Semester I

Sl No	Module Code	Name of Module	Credit	Contact Hours			Marks distribution			Total
				L	T	P	Theory		Pract	
							CA	Ex	CA	
1	ACC101	Basic Accounting	12	3	1	0	50	50	0	**100**
2	MAS101	Materials and Specifications	12	2	1	2	25	25	50	**100**
3	ECO101	Basic Economics	12	3	1	0	25	75	0	**100**
4	MGT101	IT Fundamentals and Office Productivity Tools	12	2	0	2	50	-	50	**100**
5	MAM101	Materials Management	12	3	1	0	25	75	0	**100**
Total			**60**	**13**	**4**	**4**	**175**	**225**	**100**	**500**

First Year – Semester II

Sl No	Module Code	Name of Module	Credit	Contact Hours			Marks distribution			Total
				L	T	P	Theory		Pract	
							CA	Ex	CA	
1	DZG101	Dzongkha for Communication*	12	2	2	0	50	50	0	**100**
2	PCM101	Purchase Management	12	2	1	2	25	50	25	**100**
3	ACS101	Academic Skill *	12	2	2	0	100	0	0	**100**
4	MAM102	Inventory Management	12	3	1	0	25	75	0	**100**
5	MAT102	Statistics	12	2	1	2	25	50	25	**100**
Total			**60**	**11**	**7**	**4**	**225**	**225**	**50**	**500**

Second Year – Semester III

Sl No	Module Code	Name of Module	Credit	Contact Hours			Marks distribution			
							Theory		Pract	
				L	T	P	CA	Ex	CA	Total
1	DBM201	Database Management	12	2	1	2	30	50	20	**100**
2	PCM202	Introduction to Procurement Rules and Regulations	12	2	1	2	25	25	50	**100**
3	MAM203	Warehouse Management	12	3	1	0	25	75	0	**100**
4	ACC202	Tally	12	2	0	3	50	0	50	**100**
5	MNG202	Principles and Practices of Management	12	3	1	0	25	75	0	**100**
Total			**60**	**12**	**4**	**7**	**155**	**225**	**120**	**500**

Second Year – Semester IV

Sl No	Module Code	Name of Module	Credit	Contact Hours			Marks			Total
							Theory		Pract	
				L	T	P	CA	Ex	CA	
1	LGM201	Logistics Management	12	3	1	0	25	75	0	**100**
2	NGS201	Negotiation Skills	12	3	1	0	0	0	100	**100**
3		Elective	12	3	1	0	25	75	0	**100**
4	OJT201	On-the-Job Training	12	0	0	1	100	0	0	**100**
5	PRW201	Project Work	12	0	1	3	100	0	0	**100**
Total			**72**	**9**	**4**	**4**	**250**	**150**	**100**	**500**

Elective Modules for Diploma in Materials & Procurement Management:

1. UHV401 Universal Human Values and Professional Ethics*
2. ASK101 Analytical Skills*
3. EDP201 Entrepreneurship Development*

8. Code of Learning and Teaching Practice - Responsibilities of Student

Students of the university have the following responsibilities to:

a) apply themselves to their studies to the best of their abilities;

b) become familiar with the rules and regulations governing the degree in which they are enrolled, and to ensure that the modules selected meet the award requirements;

c) be aware of the policies, practices and expectations of the university set out in the latest RUB Wheel of Academic Law and of any College/College and department in which they are enrolled and which are contained in the module materials and information made available to them;

d) be aware of, and act according to, the rules and regulations concerning the use of College/College computing, library and other facilities, and so to respect the rights of the other learners;

e) meet deadlines for modules work to be submitted;

f) take the initiative and consult appropriately when problems arise in any module;

g) submit original work for assessment without plagiarizing or cheating;

h) attend all organized teaching /learning activities, including professional placements, for each module in which they are enrolled (on-campus students) and, for distance education students, to consider thoroughly all program materials and participate in all prescribed residential schools;

i) accept joint responsibility for their own learning along with the teaching staff;

j) provide feedback to staff about (a) teaching and learning practices and (b) the quality of modules as well as to contribute to the development of university programs and policies as appropriate;

k) abide by the University's policies on occupational health and safety so that they can study in safe and healthy environment;

l) be aware of the university's commitment to equal opportunity and to demonstrate tolerance and respect for

all members of the university community including respect of the right of staff members to express views and opinions; and

m) respect the working environment of others in all areas of the university.

Note: Infringement of responsibilities d) and g) may lead to disciplinary action.

9. Research and Publication Support

Fostering research-based learning among the students is one area that the college consider one of the priorities. To motivate the students to engage in research-based learning, 9% of the total R&D fund is allocated for student research and capacity development.

9.1 Funding Support

The maximum of ten research outcomes within the permissible limit amount of Nu. 15,000 per student or a group of students will be supported.

9.2 Conference and Journal Publication Support

The student researcher can use the fund to present their research findings at the conference or publish them in reputed journals.

However, support will be accorded on fulfilling the minimum quality and relevance requirement. Further, an applicant should acquire the consent/approval/recommendation from the respective head of the department or programme leader.

The support for student researchers will be accorded on fulfilling the application, verification, and approval process outlined in section 2.2.4. (Guidelines for the usage of Research and Capacity Development Fund, 2022)

9.3 Criteria/Requirement for the Support

The college will provide the support for the student to attend conference during their stay in the college and up to six months of graduation.

The college will support the students with journal publication during their stay in the college and up to one year of graduation.

However, student researchers will produce the proof of publication in a journal or attendance at the conference in the form of a certificate authenticated by the supervisor and HoD of respective programme.

10. Student Exchange Programme

The college consider creating platform for the exchange for knowledge and skill significant for students. Such platform also provides the exposure besides academic learning. College enables the students to exchange programmes with national and international stakeholders. Currently, college executes semester away programme with the Bialystok University of Technology (BUT), Wroclaw University of Science and Technology (WUST) Poland, Gheorghe Asachi Technical University of Iasi, Romania and University of Tuscia (UNITUS), Italy. College also sends students on Sakura Science and JENESYS programme in collaboration with Japanese universities. The college continue to work towards establishing more collaborations to create more opportunities for students.

Students are selected for the above programme based on the programme requirement and on the standing selection criteria of the college.

11. Student Forum
11.1 Objectives

The main objectives of the forum are to:
  i.   enhance the students' participation in the co-curricular activities;
  ii.   encourage greater participation in the governance of the college;
  iii. provide opportunity for students to hone their planning, coordination, negotiation, communication and leadership

skills;

iv. Create sense of responsibilities among the students.

Students Forum supports a rich mix of activities and programs such as games, sporting, cultural and social activities which creates an atmosphere of opportunity for students to develop and practice organizational and leadership skills. A broad range of students' activities provides a stimulating environment which enhances personal growth and fosters social and professional development.

The forum provides a wide range of outstanding leadership opportunities for the students of Jigme Namgyel Engineering College by involving students in a wide range of activities. This is achieved by engaging students collaboratively with faculty and staff in developing programs and support systems that reflects diversity; instill self reliance, leadership and sense of responsibility. Through this, enrichment to social and cultural life of the campus and the community is also gained.

11.2 Student Office Bearers
The following are the various posts:

1. **Chief Councilor** – elected from among final year students after   every academic year.
2. **Girls' Councilor** — 1 elected from among final year female students after every academic year.
3. **Students Councilors** – elected from students at the beginning of the academic session.
4. **Games & Sports Councilor**- elected from students at the beginning of the academic session.
5. **PA Systems Councilor** – selected from amongst the students by the college management at the beginning of session.
6. **Prayer Councilor** - selected from amongst the students by the college management at the beginning of session.

11.2.1 Terms of References for Student Office Bearers
1. Chief Councilor
- To act as the overall representative for the students.
- To coordinate all the co-curricular activities including chadi preparations, hall arrangement etc during the visits of

dignitaries, guests etc.

- To coordinate the conduct of literary & cultural activities in the college with the help of other councilors.
- Serve as an overall-block councilor of the student residential complex and look after the discipline, cleanliness, care and maintenance of hostels.
- Overall planning, selection of mess coordinators, verification of quantity of items purchased and issued bills and internal auditing of monthly mess expenditures.
- Supervise all the work programmes.
- To look after the general welfare of the students.
- Overall administration & coordination of Students' Welfare Fund (SWF) scheme including election of office bearers to the SWF Scheme.
- Carry out any work assigned by President, Dean Student Affairs, HoD's, Student Service Officers, and other concerned faculties and staffs.

2. Girls' Councilor

- To act as a Vice-Chief Councilor of the college.
- To act as a Representative for the girls.
- In case the Chief Councilor is terminated or the post becomes vacant the Girls Councilor will serve as the Chief Councilor till the session is over.
- Serve as an overall-block councilor of the Girls' Hostels and look after the discipline, cleanliness, care and maintenance of the hostels.
- To look after the general welfare of the girls.
- To coordinates all the activities where girls are involved.
- Supervise all the work programmes.
- Assist the Students' Chief Councilor in the overall administration & operation of SWF.
- A Vice Girls Councilor (if appointed) shall assist the Girl's Councilor in all her responsibilities side by side.
- Carry out any work given by President, Dean Student Affairs, HoD's, Student Service Officers, and other concerned faculties and staffs.

3 Other Councilors

1. PA Councilor

- To look after the sound system efficiently during any

functions.

- To provide care and do maintenance of the sound systems.
- To arrange the sound system & lights as and when required.
- Serve as a block councilor of one block and look after the discipline, cleanliness, care and maintenance of hostels.

2. Prayer Councilor

- to oversee the religious related functions;
- to take care of the religious & other artifacts as issued by the college;
- to submit estimates for the prayer related items if any needed through the Chief Councilor.
- Serve as a block councilor of one block and look after the discipline, cleanliness, care and maintenance of hostels.

3. Games Councilor

- To coordinate all the games & sports activities drawn in the college calendar in consultation with the sports coordinator in the college;
- Serve as a block councilor of one block and look after the discipline, cleanliness, care and maintenance of hostels.

4. Students councilors

- supervise/organize routine cleaning works in the Hostels (surroundings, respective rooms, corridors, toilets);
- carryout maintenance works;
- Serve as a block councilor of one block and look after the discipline, cleanliness, care and maintenance of hostels.

11.2.2 Terms and Conditions

1. All councilors shall be exemplary at all times and in all places.
2. They shall play the role of an ambassador between the students and the college management.
3. They shall play a leadership role in solving any problems related to students.
4. They shall play a mediator's role by being just and fair to every Student without being partial to any Student or group/class of students.
5. They shall always try to bring improvement in the student community.

6. They shall never involve in any disciplinary problem failing which they will be terminated from the post and a new one elected/the candidate who secured the second highest votes shall be offered to replace him/her.
7. They shall fulfill their manifesto.
8. They shall abide by what they have uttered in the oath of allegiance.
9. The college management shall review their performance and decide whether they can continue as councilors and earn an award of appreciation and leadership.

11.3   Students Election System

Chief Councilor, Girls' Councilor and House councilors will be elected from among the final year students through vote system.

11.3.1 Election Procedures

1. Nomination of Candidates
- We follow a complete democratic process for the election of students' office bearers making it a complete show of the students;
- Candidates can nominate Himself / Herself based on interest;
- Candidates can also be nominated by other students if they feel the candidate can   discharge the expected responsibilities of the post of office bearer;
- The staff member also can nominate their candidates for particular post if   they feel that some capable candidates are left out by the students.
- Nomination of Candidates for the post of Councilor shall be from final year students only.

2. Declaration of Nominees
- List of nominees shall be verified for eligibility
- Declaration of nominees for various posts shall be done on the notified date.
- The election shall be held in the Multi-purpose hall.
- On the final day of election the nominees shall be called in the sequential order of their election to declare what they can do if they are elected.

3. Election procedures on the day of election
- i. It will begin with the election of Students Chief Councilor

followed by Girls' Councilor and Students Councilors.

ii. Candidates nominated for each post will be first called and asked to deliver their campaign talks to the general audience.

iii. This will be followed by distribution of ballot papers to the students and staff to cast their votes.

iv. A candidate will be declared elected for the given post based on the highest number of votes secured.

v. The selected councilors for Games & Sports, Prayer and PA Systems will be declared.

vi. All the successful candidates will receive Tashi Khadhar from the President and take an oath of allegiance. They will also submit their manifesto to office of the Dean of Student Affairs.

11.4   Award

The Chief Councilor and councilors will be awarded the certificate of leadership at the end of their terms upon exhibition of good leadership and integrity. In case the above post holders do not abide by the above mentioned roles and responsibilities they will be dealt as per the college general rules & regulation and also if repeatedly found guilty the concerned post holder will be terminated from the post with immediate effect without any explanation.

11.5 Terms of the office-bearers

The terms of the elected Councilors will be for one academic year.

12. Student Support Services

12.1 Accommodation and Food

Two types of hostels are available for the student accommodations. One is called the **Non-Self-Catering (NSC) Hostel** and the other the **Self-Catering (SC) Hostel**. Each hostel block is named as Jampel Khangzang, Duekhor Khangzang, Ziloen Khangzang and Namsey Khangzang. Hostel blocks JA – JH, ZA - ZB, and NA - NB are NSC. Hostel blocks DA - DF are Self-Catering.

Students can choose to reside in self-catering hostels (SCH) where they can cook their own food or stay in other **NSC,** where cooking facilities are not provided.

For the students residing in the **NSC Hostel**, college has purpose-made kitchen and two dining halls where students can dine. The college has employed 6 cooks to process and serve food in the College Mess. Government scholars are paid a stipend of Nu.2500 per month and this money is used to meet the food expenses for the students dining in the college mess. Nu.250 is deducted from the stipend every month as nominal Hostel rent.

If the self-funding and In-service students stay in **NSC**, they will have to pay Nu.2500 for their food expenses in the college mess.

12.1.1 Student Residential Allocation System

1. First preference to stay in the **Non-Self-Catering (NSC) Hostel** (eating in mess) will be given to 1st year students (new intake).
2. If there is any balance rooms in the **Non-Self-Catering (NSC) Hostel**, it will be given to 2nd year students on the basis of their academic ranking/performance and disciplinary records. This left over rooms will be divided amongst the 10 programmes proportionately.
3. If a 1st year student chooses to stay in **Self-Catering (SC) Hostel** he/she will be given an option to stay in the self-catering hostel.
4. Balance rooms in the **Self-Catering** (SC) **Hostel** will be given to those 2nd year students on the basis of their academic ranking/performance and disciplinary records.
5. In case of new students, room allocation in the **Non-Self-Catering (NSC) Hostel** will be done by the Student Service Officer prior to students' reporting (in consultation with Dean Student Affairs).
6. 1st year students room allocation will be done by allocating a room to students from same schools.
7. The individual list of allocated rooms will be pasted on the notice board and individual hostel room's door before the reporting of 1st year students. The overall room allocation notification will be done by the Student Service Officer. While pasting of individual allocated rooms (based on overall room allocation) on the respective room doors will be done by respective block Student Service Officer.
8. In case of new students wishing to stay in **Self-Catering (SC) Hostel**, they will be asked to apply to the concerned block

Student Service Officer and get the approval from Dean Student Affairs through standard room application form.

9. Any room once issued, will not be changed, except under extenuating circumstances through proper procedures.
10. However, changing of rooms from **Non-Self-Catering (NSC) Hostel** to **Self-Catering (SC) Hostel** will be allowed, but only within the first one/two weeks of reporting time. Thereafter no changes of room will be entertained.
11. For 2nd year students, the allocation of rooms will be done before the summer vacation. Students will be notified in advance to choose their room partner and submit to the Student Service Officer.
12. All the 2nd year students will be required to vacate and hand over their rooms to Student Service Officer (through the standard forms) before leaving the college for vacation, every **June**.
13. All the students, whether it is 1st year or 2nd year, will have to take over from and/or to respective Student Service Officer properly to through standard room allocation forms.

12.2 Students' Mess

The Students' Mess at JNEC is operated by purely by students themselves with the support from the Dean, Student Affairs, the Accounts Section and Student Service Officers. It was introduced in August 2008.

The students' mess is operated by a group of three Student representatives from each Department on monthly rotation basis. The selection of Mess Representatives is coordinated by the Student councilors at the beginning of every semester. After the election the decision on which department will run the mess for the first month, second month, third and so on is based on the lucky draw.

Once the Mess Representatives and who run which month are finalized, the Mess Representatives for a particular month withdraws some amount from the accounts section in advance and do their mess shopping every Wednesday afternoons and Saturday's.

All the issues and receipts of materials are done by the three mess representatives for the particular month. Cooking is done by the cooks recruited under the GSS category of Civil Service.

On every purchase of items, the quantity of items purchased must be verified against the bill the mess representatives bring along for constant check and balance.

Every student dining in the College Mess should check if this is being done by the councilors. Otherwise, any other students dining in the mess also must take part in verifying the items upon purchase.

At the end of every month, that is, in the first week of the next month internal auditing must be conducted by the students. Those dining in the College mess must take active role and doing this to ensure proper use of fund spent on food in the mess. Councilors must take lead roles in ensuring that this is carried out. Other students also must take the responsibility of checking if this is being done and report to the college management for timely intervention. Now that students are no more kids, one must know the duties in the student community and see that proper utilization of fund is happening and bring to the notice of the management if things are not working well.

Of course, this does not mean that the management will remain blind fold. Random checks can be done by the management. But the students being the direct recipient of the service are the best judge and therefore take responsibility either to directly intervene or report the matter to the management.

After the mess account for a particular month is closed, whatever balance amount that is left from their monthly stipend is refunded to the students.

12.3 Games, Sports and Recreation

The college has the following games and sports facilities.

1. One football field with stadium and pavilion
2. Two basket ball courts
3. Two volley ball court
4. One lawn tennis court
5. One Futsal court
6. Two badminton courts
7. Two table tennis boards

8. Carom and chess boards

Other recreational facilities like cable television are also provided. For co-curricular and cultural activities, the College has a purpose-made Multi-purpose Hall.

All the games and sports activities as well as co-curricular activities are planned and organized mainly by students themselves to give liberty and opportunity for students to develop life skills and leadership.

12.4 Student Welfare Fund
12.4.1 Introduction

The Student Welfare Fund was established in the Summer Semester of 2009 to provide financial support to all the students in bad times.

The introduction of JNEC Student Welfare Fund (SWF) is one of the initiatives of instituting various Student Services for the JNEC students. It is mainly aimed at providing some financial aids to the bona fide students thereby creating a sense of belongingness and pride in their minds toward each other and bringing harmony in the JNEC community at large.

12.4.2 Objectives
1. Provide help to the sick students
2. Provide advance to organize various students' activities
3. Provide bereavement solace to JNEC students
4. Provide loans to needy JNEC students in emergencies

12.4.3 Committee Members
The following officials and students shall represent in the committee:
1. *President*
2. *Dean Student Affair*
3. *Student Service Officers*
4. *Chairman* (through election from among students)
5. *Treasurer* (through election from among students)
6. *Secretary* (through election from among students)
7. *Other Members* (all councilors and class representatives)

12.4.4 Roles and Responsibilities

The three officials from the college shall play advisory roles and help guide in the proper functioning of the Students' Welfare Fund (SWF).

1. **Chairman**
   - Shall look after the smooth functioning of SWF;
   - Shall approve and sanction funds;
   - Shall chair the SWF Meetings.
2. **Treasurer**
   - Shall be appointed from First Year;
   - Shall maintain the book of account with proper details of sources, expenditure, dates and signatures for:
   - all collections from all the sources relating to the SWF
   - All expenditures incurred;
   - Shall get approval from the chairperson regarding the use of fund;
   - Shall discuss with other members how to generate the fund.
3. **Secretary**
   - Shall assist the chairman;
   - Shall coordinate the meetings and activities and maintain records;
   - The secretary shall look after the functioning of SWF in the absence of the chairman;
   - Report to the board member on the cases reported by **Other Members**.
4. **Other Members**
   - Shall help in planning and implementing all fund raising activities;
   - The class representatives shall plan and coordinate discussions and idea generation with respective classes for any fund-raising activity;
   - Shall report the cases of students who need financial support from the SWF to the secretary.

12.4.5 Generation of Fund

The fund shall be raised through the following means:
   - Nu.100.00 (one hundred only) will be collected from each students in the beginning of each semester;
   - Other fund raising activities;

- Sale of waste food;
- Sale of containers and gunny bags.

12.4.6 Maintenance and Operation of Students Welfare Fund

The fund raised through various means mentioned in above sections shall be deposited in a joint account opened in the Bank of Bhutan through a Ledger. The joint account shall be opened in the name of the Chairman, Secretary and the Treasurer. These three members shall be called hereinafter as the **Joint Account Operators (JAOs)**. The JAOs shall be the signatories for any withdrawal from SWF Bank Account.

Whatever amount is deposited shall be posted in the Ledger maintained by the Treasurer with proper details of its source, date and signature of concerned donor/depositor/activities.

Whatever amount is paid out or spent shall also be posted in the same Ledger book with proper details of the amount spent, bills, date of spending and signature of receiver.

At the end of each academic year the Students' Welfare Fund shall be audited by a committee consisting of members other than the JAOs and the account shall be updated. The updated account with all the supporting documents and details shall be handed over by the outgoing JAOs to the newly appointed JAO members. Also the outgoing JAO shall intimate Bank of Bhutan on the transfer of Joint Account to newly elected JAOs along with their (new JAOs) sample signatures, for resumption of joint accounts.

12.4.7 Ceilings for various Financial Aids
1. **Sick Student(s)**
- Shall receive benefit from S.W.F, only if he/ she is admitted to hospital based on medical report.
- The following shall be the ceiling for the allocation of benefit
    - For 1 to 3 days of hospitalization a maximum of **Nu. 300** only shall be granted.
    - Exceeding 4 days of hospitalization a maximum of **Nu.150** only shall be granted on top of **Nu. 300.**
    - Referral cases to regional/national referral hospitals, under emergency shall be given a fixed amount of **Nu. 2000** only.

- Students on requirements of healthy diets shall be granted **Nu. 500** only upon putting request in writing and submission of the written recommendation from the medical doctor. The SWF will interrogate and do facts finding. If the stated reasons are true, then the sum of **Nu. 500** only shall be given.

2. **Bereavement (Semso)**
   - In the event of expiry of JNEC Student's parents (father and mother only) they will be granted a sum of **Nu. 7500.00** Only as *Semso* from the SWF. Only one Semso shall be entitled in case there is more than one person from the same parent.
   - For the demise of a JNEC student, a fixed amount of **Nu.7500.00** only shall be given as *semso* from SWF to their parents or immediate guardians.

3. **Emergency Loan**

   In case of serious illness of parents *or other emergency need for travel as may be found valid and necessary by the committee*, an interest free loan may be granted under condition of written undertaking of immediate repayment after return. The amount for this benefit shall be limited to a maximum of **Nu.1000.00** only.

   The approval for this particular benefit shall be subject to the availability of a minimum of 70% of the total semester's collection. The loan will be sanction only if the previous loan is cleared.

4. **Advances for Students' Activities**
   - Advances may be paid for Student' activities that could generate some revenue;
   - A maximum of **Nu.2000.00** only shall be approved for sanction. However, the advance so availed shall be reimbursed within one week of the conduct of such activity.

5. **SWF Claiming Time**
   - Within one week after reporting to the college.
   - Amount shall be sanctioned only after submission of valid documents.

   Note:

- Voucher Allowance of **Nu.100** for SWF members (Chairperson, Secretary, and Treasurer) shall be given on monthly basis as a motivation.

12.5 Library Services

The College has purpose made Library building with well equipped books and various collections of Journals, reference books, newspapers and magazines. Students and staff are allowed to borrow books as per the library rules.

12.5.1 Objectives

For the smooth functioning of the library and to make effective and optimum use of resources and services, the library has adopted a number of policies and procedures.

12.5.2 Membership

All students, academic and academic support staff of the College are members of the library.

12.5.3 General Library Regulations

1. The library is intended to be a place for quiet study. Silence must be observed strictly in the library.
2. Food and Drinks are not permitted in the library.
3. Members are requested to keep their personal belongings (bags, umbrella, book etc) on the shelves provided at the entrance to the library. Such personal belongings should not be carried inside the library hall. Personal belonging kept on the storage shelves at the entrance to the library are at the owner's risk.
4. Care must be taken of all library items and materials. No users may mark, mutilate or annotate books, and any marking or damage found must be reported to the Librarian.
5. No items may be borrowed on behalf of another user without the presentation of a written request signed by the users in whose name the item is to be borrowed.(It is registered borrower's responsibility to ensure that others do not use their library cards.)
6. A bell will be rung ten minutes before closing time and all users must vacate the premise.

7. Mobile Phones must be kept on silence mode while inside the library.
8. Members should contact the library staff for guidance if they face any difficulties in locating any resources in the library.

12.5.3 Library Timings

12.5.3.1 Opening hours during normal days

Monday to Sunday   08:00 AM -07:00 PM

12.5.3.2 Opening hours during semester examination

Monday to Sunday   08:00 AM -10:00 PM

Library will remain closed during holidays.

12.5.4 **Loan periods and Borrowing Limits**

12.5.4.1 **Limits**

The maximum numbers of books in any period that a borrower may have on loan to him/her at one time are as follows:

a. Students may borrow up to 5 items, including one short term loan.
b. Academic staff may borrow up to 7 items, including two short term loans.
c. Administrative staff and fee paying member may borrow up to 4 items, but short term loans will not be issued.

The items that will be included under short term loans will be defined by the college library committee from time to time as situation may not be the same for all colleges in terms of resources availability.

Note: If any of the colleges has more number of collections, the college library committee may decide on the additional numbers.

12.5.4.2   **Loan Periods**

a. Students can borrow essential readings for a period of up to two weeks and other materials for a period of one month.
b. Irrespective of types of users, audio visual materials can be borrowed for a period of up to five days only.

12.5.4.3 Returns and renewals

a. Materials borrowed must be returned on or before the actual due date to the circulation desk.

b. The user can renew borrowed materials at the circulation desk by email or online using library management system up to two times.
c. Materials cannot be renewed if it is on hold by another user.
d. If the overdue duration exceeds by 7 days, the renewal will be granted only upon clearing the overdue fine.
e. Materials cannot be renewed more than two times online. The renewal for the third time will have to be done at the circulation desks.

12.5.4.4 Holds and Recalls

a. The user can make request for reservation at the circulation desk or by using the online catalog. When a reserve material becomes available, the user will receive an email notification.

b. When a material is requested by another individual, a recall notification will be sent to the user who currently has the material checked-out in his/her name.

c. After a recall is made, the borrower should return the item within seven (7) working days after which a fine will be imposed.

d. Items will stay available on hold for users at the Circulation Desk for three (3) days only.

12.5.4.4 Lost and damaged materials

a. Lost or damaged materials must be reported immediately.
b. If an item is lost, the user can replace the same or the latest version of the same item; if not user will be charged actual printed price times 1.5. The replacement should be done within one month.
c. However, a thorough search of the item must be conducted before it is billed as lost.

12.5.4.5 Fines

To promote prompt return of materials and optimal sharing of the library collection, library will charge fines for overdue materials.

a. A fine of Nu. 5 per day for students and Nu. 10 per day for staff and fee paying members will be charged.

b. Fines must be paid in person by cash at the Circulation Desk and user should sign his/her name or use Koha feature for record of payment.

Users who do not return borrowed material or clear fines will result in suspension of borrowing privileges.

All library replacement charges and fines collected will be solely used for the library improvement purposes only.

The Library aims to apply the Fines Policy in a fair and consistent manner. Fines may be waived off or reduced only where exceptional circumstances apply, for example:

- *illness*
- *an accident*
- *hospitalization*
- *Library staff error/System error*

12.6 IT Services

The College has furnished computer labs for students in all departments to use and develop computer skills. Also the college has 24 hours internet LAN, and Wi-Fi services.

12.7 Clubs/Groups Activities

Students at JNEC are encouraged to form clubs for the benefit of college, local communities and students. In order to establish any club at JNEC, students are required to follow the *Guidelines for Establishing Clubs* and get the approval from the Dean of Student Affairs.

There are various clubs and groups in the college for the students to provide extra help to the society and JNEC community.

12.7.1 JNEC Helping Hands

The college believes in providing holistic education, an education embedded with GNH values.

The college wishes to take advantage of its facilities in helping the communities in the vicinity to live easier lives and thus aspires to put GNH into practice.

The *Helping Hand* was officially formed on November 22. 2011.

The unit comprise of the following members:

1. President as Chairman
2. Staff Coordinator

3. Student Secretary
4. 29 students and 4 staffs as working members

The members are inducted purely on voluntary basis and all the members are highly committed.

Objectives:
- To help financially/physically disadvantaged individual in and around the community
- To provide financial and other help to school going children in distress
- To work for holistic benefit of the community

12.7.2 Rover Scouts

This body provides a platform for those students who were scouts in their previous schools to continue practicing their scouts mandates. Also other students who were not scouts before can enroll if they wish to change themselves into a responsible citizen.

Its main aim is to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

Membership is open to all the bonafide students of the college irrespective of gender.

12.7.3 JNEC Media

Established officially in April 2017. The Media Club aims to enhance the creativity and innovation of the students in the field of digital media and entertainment.

Objectives of Media Club are:
- To initiate training and programs related to media such as photography and film editing among the students.
- To entertain as well as conduct awareness programme for the college students, faculty, staff, community and broaden their insights on current affairs.
- To support our culture and tradition as our club will be producing things related to our country.

12.7.4 e-Club

The Entrepreneurship Club (e-Club) of the college was introduced in 2014 intended to provide our students with essential platform in

entrepreneurship skills and experience that affect the propensity of individuals to become entrepreneurs and the likelihood of their success. The Club is headed by an appointed faculty member and a student's representative coordinator. Currently, there are 32 members with a wide range of talents, interests and skills in the business.

The objectives of e-Clubs are
- To create an entrepreneurship culture amongst the students in the college.
- To unite young entrepreneurs with a common mindset in business, through building relationships, networking and mentoring.
- To work towards generation for the sustenance of the center Encouraging the youths to become entrepreneurs through learning by doing.
- To create an awareness on entrepreneur opportunities to local communities

12.7.5 JNEC Y-Peer

JNEC Y-Peer was established with aim to empower young college students and provide resources and platforms to define their own future and bring about positive and sustainable change in their own lives.

The objectives of Y-Peer Club are:
- To enable youth in meaningful participation in decision making.
- To address substance abuse, mental health issues, overall health and provide basic counseling
- To facilitate discussions on creation and maintenance of personal wellness and related life-skills.
- To facilitate in developing self-awareness through yoga and mindfulness, as well as peer education programs.
- To conduct interactive education program on stress, time management and coping skills for the students as a part of co-curricular activities.
- To conduct advocacy on healthy relationships, depression, suicide prevention, family problems, healthy sexuality and, pregnancy through abstinence and contraceptive use.

- To empower young people to resist the pressure to engage in sexual activity and general female/male health issues, in relationships and reproductive health.

12.7.6 Publication Unit

Many activities related to academic, skill-based and co-curricular are conducted to encourage wholesome education and create a highly competent and innovative technical personnel infused with the values of Gross National Happiness in Jigme Namgyel Engineering College. The Publication Unit of the College is to inform about the events organized in Jigme Namgyel Engineering College to the relevant stakeholders, organization and in general to the world. The Unit aims to brand the Jigme Namgyel Engineering College through publishing newsletters, e-magazine, journals, pamphlets and participating in awareness programme.

In the past years, Publication Unit has been publishing bi-annual newsletter covering the events occurred in the college to inform people about the skills and knowledge JNEC possess. With the increase in number of programmes offered and strength of the cohorts every year, Publication Unit now publishes monthly e-magazine covering profile story, opinion writing, fiction, non-fiction and other forms of Creative Arts. It is also to instill the essential skills of inquiry and self-expression necessary for citizens of a democracy. In addition, the Unit is also responsible in coordinating college research journals and related publications.

The Unit Comprises of the following members:
1. President as Chairman
2. Dean Research and Industrial linkages as Adviser
3. Faculty Coordinator
4. Faculty Editorial team
5. Student Members

The objectives of Publication unit are:
- To publicize on the programmes offered in JNEC and its relevancy in niche market.
- Inform on the academic related activities, co-curricular activities, exchange programmes both national and international level.

- Promote and encourage students' possession of Knowledge, skills and talents apart from the technical modules.
- Improve students' written communication skills and enhance the self-expression skills.

12.7.7 Music Club

The Music Club aims to encourage and build up confidence of students to perform and gain experiences in crowds and host events.

The objectives of Music Club are:

- To develop skills in music.
- To develop an analytical, creative and intuitive understanding of music as a cultural language.
- Enrich the campus and region through concerts, public events, and provide opportunities for traditional and contemporary musical expression by students, faculty, guest artists and member of community.
- To contribute to college by buying the missing musical instruments by conducting concerts at various nearby places.

12.7.8 Cultural Club

The cultural club is established to encourage student's interest, participation and responsibility in promoting tradition and culture through providing holistic education.

The objectives of Cultural Club are:

- To initiate various cultural program in the college.
- To preserve and promote Bhutanese Culture.
- Teach students on the Bhutanese Etiquette (*Driglam Namzha)* and make student capable of conducting any formal celebration in the college (example: Chipdrel, catering, mask dances, etc)
- Represent the college in and outside the campus with college cultural team.

12.7.9 JNEC Clean Toilet Initiatives

The club JNEC BTO-unit was officially established with positive feedbacks and unwavering support on 28th September, 2017. JNEC BTO-Unit is an initiative of Bhutan Toilet Organization (BTO), with a motive to create awareness and educate on importance on health and sanitation through clean toilets. The club is executed by group of volunteers from student body guided by club advisor and college management team. The objective of the club is to organize and advocate clean toilet campaign within and outreach of college premise. The club aspires to educate and transform the mediocre minds to work for community clean toilets in the region for safe environment.

The objectives of JNEC Clean Toilet Initiatives are:

- To maintain Clean Toilet for staffs at the Administration Building as well as at all the Departmental offices including the College Library and IT Building.
- Monitor and maintain Clean Toilets for all the Students at the Departmental Buildings.
- Advocate cleanliness of Toilets in all the Student Hostels.
- Conduct Mass Toilet Cleaning Programs in the Hostels for the students on weekly basis. Every Friday for the Boarding Hotels and every Saturday for the Self-Catering Hostel.
- Conduct the Clean Toilet Campaign to the nearby communities in Dewathang and Samdrup Jongkhar.
- Update and work closely with the office of Bhutan Toilet Organization and with the College Management or the office of Dean Student Affairs in keeping the Toilets at Jigme Namgyel Engineering College Clean and Hygienic for all.

12.7.10 Maintenance Hobby Club

Maintenance hobby club is established to promote innovative and effective Troubleshooting and Maintenance Skills.
The objectives of Maintenance Hobby Club are:

- Engaging in a hobby leads to acquiring substantial skills, knowledge and experience in the related field of study and individual's interest.

- To inspire students to take up maintenance of equipment and appliances as a hobby and explore their potential to fix the problematic appliances. This will help in sustaining longer life of equipment and minimize the investment in new one vis-a-vis control the environmental impact.
- The club shall work towards encouraging students' participation in maintenance activities as recreational activities thus providing an opportunity for creative troubleshooting and maintenance techniques.

12.7.11 Thakor Nyamsum Tshogpa

This club is established to create awareness amongst the students about the environmental problems and how to resolve issues. And also to inculcate love and respect for nature and simultaneously work towards achieving green environment.

The objectives of the club are:
- To sensitize, create awareness, motivate and educate students about environment conservation.
- To promote greener environment in and around college premises.
- New tree plantation and environment cleanliness activities.
- To carry out joint activities with other clubs.
- To collaborate and work closely with the relevant authorities and organizations.
- Waste management in the campus.

12.7.12 Waste Disposal/Management Club

This club is a voluntary group formed for proper waste management and contributes in Keeping Bhutan clean in small way. The Royal Society for Protection Nature (RSPN), Thimphu sponsored its establishment the beginning of 2009 summer Semester. It consists of Staff volunteers and Student Volunteers.

Membership to the club is open to all the bonafide students of the college irrespective of gender, provided he/she can render the service to the club without fail whenever necessary.

12.7.13 Integrity Club

The Integrity Club was officially established on 30th August 2021with establishment support from the Royal Audit Authority, Thimphu Bhutan, with the vision to strengthen integrity, transparency, accountability, and instill these values as an important component in their future career.

The objectives of the Integrity Club are:

- To impart knowledge and inculcate values related to integrity as a value in future career.
- To sensitize students and staff on audit and accountability system of the nation,
- To instill the ethos of honesty and unrighteousness in the behavior and attitudes of the students in all discipline
- To foster the values of integrity, honesty, transparency, accountability, responsibility, professionalism, patriotism and unity.
- To reach information to the communities to create awareness and sensitization programme to educate community on above values.
- To collaborate with most relevant agencies such as Royal Audit Authority from time to time to get updated with various auditing activities and reports.
- Oversee act of integrity in the college by auditing and operating, student welfare fund and student clubs.

In addition, the College also provides avenues to students to develop skills by engaging them in following groups:

Electrical Maintenance
This group of students is responsible for carrying out electrical maintenance works in the students' residents and the College. Electrical Maintenance is led by Electrician, with support of final year power and electrical students.

Civil Maintenance
This group of students is responsible for carrying out civil related maintenance works in the college. Civil maintenance is led by a staff from DCES with support of final year civil engineering students.

Mechanical Maintenance

This group of students is responsible for carrying out mechanical maintenance works. Mechanical maintenance is led by a staff from DME with support of final year mechanical engineering students.

13. Career Prospects

On successful completion of the degree and diploma courses, graduates are easily placed into jobs. JNEC has the practice of inviting employing agencies from around the country for campus interviews every year. With this arrangement we were able to place most of the students into jobs.

Also, if anyone is interested to pursue further studies, the JNEC graduates are accepted in many parts of the world for Bachelors and Masters Programmes.

Contact Numbers for Services

For Estate & Maintenance

Mr. Karma Cheku (Electrician)	*17505063*
Mr. Budha Singh Rai (Mason)	*17636347*
Mr. Karna Bdr. Karki (Carpenter)	*16906687*
Mr. Karma Namgay (Plumber)	*16915254*

For Security Services:

Mr. Dechenla	*17524562/77425871*
Mr. Sonam Jamtsho	*17600583/77883861*
Mr. Ngawang Thinley	*17930665/77282713*
Mr. Yeshey Dorji	*17450951/77736006*
Mr. Sangay Dorji	*17445259/77345637*
Mr. Tshewang Gyeltshen	*17480957/77883696*
Mr. Dorji	*17292326*

For Emergency College Vehicle Services:

Mr. Sonam Tashi (Driver)	*17688466/77422392*
Mr. Tandin Tshewang (Driver)	*17668361*
Mr. Galay Wangchuk (Driver)	*17302954*

Contact Numbers of Key Officials

President	*07-260289/07-260286*
Dean, Student Affairs	*07-260298*
Dean, Academic Affairs	*07-260299*
Dean, Research & Industrial Linkages	*07-260202*
Administrative Officer	*07-260302*
Finance Officer	*07-260205*
Head, Department of Civil & Surveying	*07-260305*
Head, Department of Electrical	*07-260285*
Head, Department of Mechanical	*07-260300*
Head, Department of IT	*07-260284*
Head, Department of ECE	*07-260306*
Head, Department of Humanities & Management	*07-260255*
Student Service Officer	*07-260021*
Estate Manager	*07-260161*
ICT Officer	*07260192*
Exam Cell	*07-260307*
Central Library	*07-260308*