



Royal University of Bhutan

Jigme Namgyel Engineering College

Dewathang: Bhutan

Student Handbook

2025

Jigme Namgyel Engineering College Dewathang: Bhutan

Student Handbook

2025

All information in this handbook is true at the time of printing. The college reserves the right to change any content without prior notice.

Personal Memoranda

Name: _____

Programme: _____

Year: _____

Student No: _____

Citizenship Identity Card No: _____

Blood Group: _____

E-mail: _____

Permanent Address:

Village: _____

Gewog: _____

Dzongkhag: _____

Mobile No: _____

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1. Introduction

1.1 Background to the College

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 900 m 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 in 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 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 June 2, 2003, JNEC (the then RBIT) became one of the constituent 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.

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 eleven programmes, eight at Diploma level and three Bachelor’s level. The College will launch Diploma in Mechanical, Electrical and Plumbing in July 2025 and continue to develop and offer several new programmes within the next few years 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 and re-accredited grade A (Very Good) by Higher Education Quality Council (HEQC), Bhutan Qualification and Professionals Certification Authority (BQPCA) in 2024.

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 applied and specialized programmes.
- 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 unit
2. Department of Civil Engineering and Surveying
3. Department of Electrical & Electronics Engineering
4. Department of Mechanical Engineering
5. Department of Information Technology
6. Department of Humanities & Management

The college is headed by the President with three Deans and the Administrative and Finance unit 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 and Electronics Engineering

3. Department of Mechanical Engineering
4. Department of Information Technology
5. Department of Humanities and Management
6. Examination and Student Record Division

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. Club Advisors
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. The DRIL office consists of

1. Dean of Research and Industrial Linkages
2. Research Officer
3. Liaison Officer

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, On-the-Job Trainings (OJT) and Industrial Attachment (IDA).
3. Overall planning and coordination of student career counseling and placement.
4. Establishing external linkages with other colleges/colleges within the country and outside.
5. Establishing external linkages with industry and organization within the country and outside.
6. Planning outreach activities.

1.4 Faculty and Staff Details

SI No		Name	Position Title	Qualification	Gender
ADMINISTRATION					
1	1	Dr. Tshewang Lhendup	President	PhD in Renewable Energy	M
2	2	Norden Wangchuk	Dean of Academic Affairs	M.Tech. Industrial Design	M
3	3	Chenga Dorji	Dean of Student Affairs	M.Tech. Power Systems	M
4	4	Tashi Wangchuk	Dean of Research and Industrial Linkages	MSc.Digital Forensics& Information Security	M

DEPARTMENT OF CIVIL ENGINEERING & SURVEYING					
5	1	Vasker Sharma	Head of the Department	M.Tech (Hydrology-Surface Water)	M
6	2	Lobzang Dorji	Lecturer	Master in Structure Engineering	M
7	3	Tandin Wangchuk	Sr. Instructor	Diploma in Civil Engineering	M
8	4	Phurba Tamang	Assoc. Lecturer	M.Tech in Environmental Engineering	M
9	5	Dawa Tshering	Assoc. Lecturer	M.Tech Irrigation WaterManagement	M
10	6	Indra Bdr. Chettri	Assoc. Lecturer	M.E. in Civil & EarthResources Engineering	M
11	7	Sanjit Kumar Bhattarai	Asst. Lecturer	M.Tech in Geotechnical Engineering	M
12	8	Rigden Yoezer Tenzin	Assoc. Lecturer	Masters in Civil Engineering	M
13	9	Dechen Wangmo	Asst. Lecturer	B.Tech Geoinformatics Engineering	F
14	10	Mim Prasad Phuyel	Assoc. Lecturer	B.E in Surveying and Geoinformatics	M
15	11	Dorji Wangchuk	Technician	NTTI Certificate	M
16	12	Tshering Wangchuk	Technician	Certificate in Civil Construction (Masonry)	M
17	13	Dilli Ram Dungana	Technician	VTI Carpentry	M
18	14	Choki Wangmo	Technician	VTI Masonry	F
19	15	Bhim Bdr. Galley	Technician	VTI Civil Engineering	M
20	16	Dorji Wangchuk	Technician	VTI Masonry	M
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING					
21	1	Deo Raj Biswa	Head of the Department	M.E. in Mechatronics	M
22	2	Jagat BahadurGhalley	Assoc. Lecturer	B.Tech. Electrical & Electronics Engineering	M
23	3	Thinley Tobgay	Assoc. Lecturer	M.Sc in Electrical and Computer Engineering	M
24	4	Chimi Dem	Assoc. Lecturer	M.Sc in Electrical and Computer Engineering	F
25	5	Srijana Gajmer	Assoc. Lecturer	M.Tech. in Control &Automation	F

26	6	Tandin Zangmo	Assoc. Lecturer	M.E in Electrical Engineering	F
27	7	Tshewang Dorji	Asst. Lecturer	B.E in Electronics and Communication Engineering	M
28	8	Sangay Tshering	Technician	Diploma in Electrical Engineering	M
29	9	Karma Singye	Technician	Diploma in Electrical Engineering	
30	10	Sangay Chozom	Technician	Certificate in Electrical Engineering	F
31	11	Sun Depa Rai	Technician	Diploma in Electronics & Communication Engineering	F
DEPARTMENT OF MECHANICAL ENGINEERING					
32	1	Karma Drukpa	Head of the Department	M.E Industrial Engineering	M
33	2	Samten Lhendup	Lecturer	Master in Energy Engineering	M
34	3	Kala Tshering	Sr. Instructor	Diploma in Mechanical Engineering	M
35	4	Denten Zangpo	Sr. Instructor	Advance Diploma in(Mechanical Engg)	M
36	5	Tandin Wangdi	Lecturer	M.Tech. in Manufacturing Science & Engineering	M
37	6	Karma Tshechu	Instructor	Advance Diploma in (Mechanical Engg.)	M
38	7	Sonam Tobgay	Technician	Diploma in Mechanical Engineering	M
39	8	Tenzin Wangmo	Technician	Certificate in (Mechanical Engg.)	F
40	9	Sangay Dorji	Technician	Certificate in (Automobile Engg)	M

41	10	Dorji Gyeltshen	Technician	Diploma in Mechanical Engineering	M
DEPARTMENT OF HUMANITIES & MANAGEMENT					
42	1	Wangmo	Head of the Department	Masters in Management	F
43	2	Kul Prasad Sharma	Lecturer	MSc. Applied Mathematics	M
44	3	Jurmey Tshering	Lecturer	M.A Buddhist Studies	M
45	4	Pema Wangchuk	Lecturer	MBA Finance	M
46	5	Kencho Wangmo	Assoc. Lecturer	Masters in Buddhist Studies, Philosophy & Comparative Religion	F
47	6	Karma Rabten	Asst. Lecturer	B.Com (Finance)	M
48	7	Gangaram Bhattarai	Lecturer	M.A in English, Media and Communication	M
DEPARTMENT OF INFORMATION TECHNOLOGY					
49	1	Younten Tshering	Head of the Department	MSc. Computer Science with a Specialization in Software Engineering	M
50	2	Rinchen Tobgyel	Assoc. Lecturer	BSc. in Multimedia Technology & Animation	M

51	3	Sonam Wangmo	Assoc. Lecturer	BSc. (Hons) Computer Science	F
52	4	Tashi Tobgay	Assoc. Instructor	Diploma in Computer System and Networks	M
53	5	Tashi Yangchen	Assit. Lecturer	B.E Computer Science	F
54	6	Sonam Phuntsho	Technician	Diploma in Computer System and Networks	M
55	7	Karma Jigme Wangchuk	Laboratory Technician	Diploma in Computer System and Networks	M
ITSU					
56	1	Bhagawath Khatiwara	Asst. ICT Officer	B.Sc in Information Technology	M
57	2	Phurba Dorji Nesor	ICT Technical Associate	DIMS	M
58	3	Tandin Dorji	Technician	Certificate in CHN	M
CENTRAL LIBRARY					
59	1	Dechen Dorji	Assistant Librarian	Bachelor of Social Science in Information Studies and Library Management	M
60	2	Sherab Tshomo	Lib. Asst	Diploma in Library & Information Management.	F
61	3	Rinchen Pema	Lib. Asst	Class XII (Science)	F
62	4	Tshewang Rigzin	-		M
63	5	Pema Choden	Lib. Asst	Class XII (Commerce)	F
ADMINISTRATION, FINANCE & ESTATE SECTION					
64	1	Phuba	Student Record Officer	B.Sc. Environment & Ecology	M
65	2	Ngawang Chojay	Research Officer	B.Sc. Sustainable Development	M

66	3	Phub Tshering	Student Service Officer	B.Com (Accounting)	M
67	4	Karma Tenzin	Administrative Officer	B.Sc. in Sustainable Development	M
68	5	Thinley Yoezer	Assistant Finance Officer	B.Com (Finance)	M
69	6	Choten Dorji	Estate Manager	Diploma in Electrical Engineering	M
70	7	Tshering Lhamo	Asst. Student Service Officer	B.A Sociology (Hons)	F
71	8	Yeshey Dem	Accounts Assistant	Diploma in Commercial Accounting	F
72	9	Tshering	ADM Assistant	Class X (General)	F
73	10	Karma Namgyel	Plumber	Certificate in Plumbing	M
74	11	Karma Cheku	Electrician	Certificate in Electrical Engineering	M
75	12	Karna Bdr Karki	Carpenter	Certificate in Carpentry	M
76	13	Budha Singh Rai	Mason	Certificate in Masonry	M
77	14	Sonam Choden	PA to President	Class XII Commerce	F
78	15	Sonam Tashi	Driver		M
79	16	Galay Wangchuk	Driver	Certificate in Driving	M
80	17	Tandin Tshewang	Driver	Class VIII with Driving License	M
GSS					
81	1	Sonam Phuntsho	Cook	GSS	M
82	2	Changlu	Cook	GSS	M
83	3	Gempo Dorji	Cook	GSS	M
84	4	Mitse Phuntsho	Cook	GSS	M
85	5	Nima Tenzin	Cook	GSS	M
86	6	Yam Prasad Limbu	Cook	GSS	M
87	7	Norbu Zangmo	Cleaner	GSS	F
88	8	Tashi Wangmo	Cleaner	GSS	F
89	9	Tendi Zangmo	Cleaner	GSS	F

90	10	Dechenla	S. Guard	GSS	M
91	11	Dorji	S. Guard	GSS	M
92	12	NgawangThinley	S. Guard	GSS	M
93	13	Yeshi Dorji	S. Guard	GSS	M
94	14	Sonam Zangmo	-	GSS	F
95	15	Tshering Namgyel	Fitter	GSS	M
96	16	Tshering Loday	Gardener	GSS	M
97	17	Tshewang Gyeltshen	Gardener	GSS	M
98	18	Nima Lhamo	Gardener	GSS	F
99	19	Tshewang Pemo	Care Taker	GSS	F
100	20	Phurba	Helper	GSS	M

1.5 Staff Statistics

Staff Statistics as of March 2025

STAFF	BHUTANESE	NON-BHUTANESE	GRAND TOTAL
Academics (Regular)	38	0	38
Academics (Fixed Term)	2	3	5
Administrative & Technical Staff (Regular)	41	0	41
Administrative & Technical Staff (Fixed Term)	21	0	21
TOTAL			105

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.

- 2.1.1 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.

Verification of Application

- 2.1.5 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.
- 2.1.6 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.

Selection of students

- 2.1.7 The University is responsible for selecting students for admission to its programmes.
- 2.1.8 A central selection system will be administered for under graduate programmes (Diploma/Degree). Prospective

applicants shall apply online through the central selection system.

2.1.9 The central selection system is designed to:

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

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

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

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

2.1.10 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.

Programme Change

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

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

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

2.1.13.1 Fulfilment of programme eligibility criteria;

2.1.13.2 Availability of unfilled slots; and

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

2.1.14 Change shall be permitted under the following categories:

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

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

2.1.14.3 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.

Dishonoring Admission

2.1.15 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:

2.1.16 Fulfilment of the programme eligibility criteria; and

2.1.17 Availability of unfilled slots in the programme.

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

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

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

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.

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:

2.1.19 Citizenship Identity card; and

2.1.20 Originals of certificates based on requirements of the programme.

Responsibility of Applicants

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

2.1.21 Apply online through the University's central selection system within the announced schedule for undergraduate

programmes, or apply to respective Colleges for other programmes;

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

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

Period of Registration

2.1.24 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).

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

2.1.26 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.

Deferral of a Programme

2.1.27 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:

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

2.1.27.2 Fulfillment of the programme eligibility criteria; and

2.1.27.3 Same funding modality will be retained.

Transfer of students

2.1.28 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:

- 2.1.28.1 Should not have been expelled from the college due to disciplinary issues;
 - 2.1.28.2 Should enroll for the same programme and level of award;
 - 2.1.28.3 Upon confirmation of acceptance from the other college; and
 - 2.1.28.4 Complete the programme within the specified period of registration.
- 2.1.29 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.

Applicants with Disabilities

- 2.1.30 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:
- 2.1.30.1 Fulfillment of programme eligibility criteria;
 - 2.1.30.2 Enroll over and above the validated number;
 - 2.1.30.3 Complete within the period of registration; and
- 2.1.31 In the event, a candidate cannot meet the learning outcomes of a module(s) the College shall seek to make alternative arrangements where possible.

Funding Modality

- 2.1.32 There shall be the following two categories of students at the University:
- 2.1.32.1 Government Scholarship: Students whose tuitionfee 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.

- 2.1.32.2 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.

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.

Disqualification and Appeals

2.1.33 Disqualification

- 2.1.33.1 A candidate shall be disqualified from an RUB programme based on the following conditions:
- 2.1.33.2 Has confirmed admission into a programme and has dishonored the admission for the second time; and
- 2.1.33.3 Was terminated for violation of University or College rules and regulations.

2.1.34 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.

- 2.1.34.1 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.
- 2.1.34.2 Appeals shall be reviewed by the University Admission Committee.

2.1.35 All other Admissions

- 2.1.35.1 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.
- 2.1.35.2 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.

2.2 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. Transfer and character certificate from the school last attended (*original and copy*).
4. Citizenship identity card or Letter received from Immigration/Census and Civil Registration (*original and copy*).
5. Recent passport size photo (2 nos)
6. Two sets of workshop dress (*to be stitched after reporting to the college*).
7. Kabney (*for boys*) & Rachu (*for girls*).
8. Medium/large size bucket (1 no)
9. Bed clothes (*mattress, quilt/blanket, bed sheets, etc.*).
10. One set of plate, cup and spoon.
11. Umbrella and mosquito net (1 each)
12. One scientific calculator.
13. One A3 size drawing board along with a set of drawing Instruments comprising of a 60 cm T-Scale, set squares, compass, divider, scale and mechanical pencil (*only for Diploma in Construction Supervision*).

All new students are required to pay the following fees during the time of registration.

Fee	Amount (NU)
Security deposit (refundable when you leave the college)	3000.00
College development fee	700.00
Student welfare fund	100.00
College T-shirt	400.00
Miscellaneous fees	1000.00
College ID Card	150.00
College Handbook	120.00
Total Amount	5470.00

Note: Self-funding students have to pay the following additional fees

- Tuition fee (Engineering Programme): Nu: 95,349 p.a
- Tuition fee (Management Programme): Nu: 76,966 p.a
- Hostel fee : Nu: 25,000 p.a

1. For Self-Financed Students the tuition fee is payable annually in two installments. 50% each in the beginning of the semester or at the time of reporting to the College.
2. 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 the college.

2.3 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.

2.1.36 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 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.

2.1.37 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.

2.4 Registration of Existing 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.

2.1.38 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.

2.1.39 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.

3. Fee Structure and Scholarship

3.1 General Fee Structure

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

##	Categories	Govt. Scholarship (Nu)	Self-Finance (NU)	In-Service (Nu)
1	Tuition Fees for Engg. Programmes (p.a)	-	95,349.00	95,349.00
2	Tuition Fees for Management Programme (p.a)	-	76,966.00	76,966.00
3	Hostel & Mess Fees (p.a)	-	25,000.00	25,000.00
4	Security deposit (refundable)	3,000.00	3,000.00	3,000.00
5	CDF (p.a.)	700.00	700.00	700.00

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

Students who need to repeat modules/semesters shall bear tuition fee on a pro rata basis at par with private fee-paying students.

Self-funding students have to pay the fees within one week of registration date.

4. Laboratory Facilities

4.1 Department of Civil Engineering & Surveying

The Department of Civil Engineering & Surveying has the following laboratories and workshops:

- 1) Surveying Laboratory
- 2) Photogrammetry & Remote Sensing Laboratory
- 3) GIS Laboratory
- 4) Soil Mechanics Laboratory
- 5) Plumbing Workshop

- 6) Highway Engineering Laboratory
- 7) Engineering Mechanics Laboratory
- 8) Building Materials & Construction Laboratory
- 9) Environmental Engineering Laboratory
- 10) Fluid Mechanics Laboratory
- 11) General Computer Laboratory
- 12) Computer Aided Mapping Laboratory
- 13) Carpentry workshop
- 14) Learning Resource Center

4.2 Department of Electrical and Electronics Engineering

The Department of Electrical Engineering has the following laboratory.

- 1) Electrical Machines Laboratory
- 2) Electrical Workshop Practice
- 3) Electrical Measurement and Instrumentation Laboratory
- 4) Power Electronics Laboratory
- 5) Power Systems Laboratory
- 6) Control Systems Laboratory
- 7) Power System Protection & Switchgear Laboratory
- 8) Center for Lighting and Energy Efficiency Studies (CLESS)
- 9) Computer Laboratory
- 10) Communication Laboratory
- 11) Electronics Laboratory
- 12) Microprocessor Laboratory
- 13) Instrumentation & Automation Laboratory
- 14) Programming Laboratory
- 15) Learning Resource Center

4.3 Department of Mechanical Engineering

The Department of Mechanical engineering has the following labs and workshops

- 1) Machine Shop
- 2) Fitting Workshop
- 3) Sheet Metal Workshop
- 4) Welding Workshop
- 5) Automobile Workshop

- 6) CAD/CAM Laboratory
- 7) FAB Laboratory
- 8) Computer Laboratory
- 9) Learning Resource Center

4.4 Department of Information Technology

The Department of Information Technology is housed in IT cum Library building. It has fully furnished classrooms and faculty offices. The department has following Laboratories.

- 1) Computer Laboratories
- 2) Server Room
- 3) Hardware Laboratory
- 4) Networking Laboratory
- 5) Audio Visual room
- 6) Multi-Media Room

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

1. All resident students shall follow the RUB Student Accommodation Policy 2021 and JNEC Comprehensive Students Mess Policy.
2. All students availing the mess facilities should wear either Gho/Kira/Workshop dress/college T-Shirt during the meal.

The meal timings

Particulars	Timings
Breakfast	7:00 AM – 8:00 AM
Lunch	12:15 PM – 1:00 PM
Dinner	7:00 PM – 8:00 PM

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 *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.

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 for relieving and refreshing their mind and body from mental and physical stresses;
2. Take good care and use of the entertainment facilities provided;
3. Maintain proper decorum during any entertainment show / program;

5.7 Leave Rules

All students are discourage to avail unnecessary leaves. However, in case students are required to avail leave then they shall seek 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 in case of more than 8 hours leave;
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

5.8.1 Background

College conducts morning assembly once every week. It plays a crucial role in shaping the overall educational environment and student development. It provides a platform for important announcements, updates, and reminders, ensuring that everyone is informed about any changes or events happening within the

college, thereby promoting transparency and clarity. The occasion brings together students and staff, fostering not only a sense of belonging and unity within the college community but also setting a positive tone for the day and creating a supportive environment where everyone feels included and valued.

Morning assembly starts with prayers to *Jetsuen Jambayang (Manjushri)*, the lord of wisdom; prayer to *Pel Drukpa Rinpoche (recitation of Jigten Wangchuk)*; prayers to *Pel Dueki Khorlo (Kalachakra)*, the lord of 13 Arts and Crafts; and National Anthem.

Morning assembly often include motivational speeches, quotes, or performances that inspire and uplift students and staff, helping to set a positive mindset for the day ahead. It also provides an opportunity to reinforce important values and character traits such as honesty, respect, kindness, and responsibility.

5.8.2 Attendance

Morning assembly attendance is considered vital activity by the college and all staff and students are required to attend all morning assemblies once in a week based on the schedule. If any staff and students miss morning assembly, the following corrective measures will apply.

5.8.2.1 Staff

It will be dealt as per the RUBHRRR2017.

5.8.2.2 Students

- Morning Assembly Attendance will be taken by the Student Service Officer/Councillors, before the start of the assembly, *i.e* 8:00 AM.
- As a reminder or information to students, Student Service Officer will notify the status of Morning Assembly attendance in the middle of semester.
- Following corrective measures will be taken, if the students fail to attend the assembly:

Offences	Sanctions/ Corrective Measures
Missing assembly for 1 st time	Verbal warning
Missing assembly for 2 nd time	Written warning with community service for 24 hours.
Missing assembly for 3 rd time	Pay/Deduct amount equivalent to 1 week's stipend, written warning and community service
Missing assembly for 4 th time	Pay/Deduct amount equivalent to 2 week's stipend, written warning and community service
Missing assembly for 5 th time	Written warning and withdraw the hostel facilities (Dayscholar)
Missing assembly for 6 th time	Written warning and suspend from the college for a semester

Note:

1. If the students are not able to attend the assembly due to unavoidable circumstances, he/she need to inform the Student Service Officers before 8:00 AM.
2. The amount deducted will be deposited into student welfare fund.

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

5.10.1 Roles, Responsibilities and Authority

All students' disciplinary issues will be dealt as per the Student Code of Conduct 2022.

5.10.2 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 2022.

6. Academic Rules and Regulations

6.1 Assessment Regulations

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

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.

6.1.1.1 Distribution of CA marks

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

6.1.1.2 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 Examination and Students Record officer (ESRO) 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.

6.1.2 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.

6.1.3 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.

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.

6.2 Marks and Levels of Performance

Assessment is primarily a matter of academic judgement, and the computational structure is designed to facilitate consistent judgement. The following scale is suggested as way of relating a judgement of performance to a numerical mark.

Judgement of performance	Mark
an outstanding performance	80% and above
very good performance	70 - 79.9%
good performance	60 - 69.9%
satisfactory performance	50 - 59.9%
fail	49.9% and below

6.3 Assessment of a Module and Progression

- 6.3.1 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.
- 6.3.2 A student will be awarded a mark of zero for non-submission of a component of course work.
- 6.3.3 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.

6.4 Re-assessment and Repeat of a module

- 6.4.1 Reassessment is permitted to allow a student to make good an initial failure. It thus affords the student an opportunity to succeed in the failed component of a module (s) (coursework or end of semester examination) and ultimately gain an award.
- 6.4.2 The Board of Examiners shall decide on the form of the re-assessment (e.g. written examination, viva voce, or an additional assignment, or any additional requirement which was not met), taking cognisance of the nature of the failed module and the nature of the failure. This may differ from the format of the first assessment and need not be the same for all students.

- 6.4.3 A student may be re-assessed in a failed module(s) provided that he or she:
 - 6.4.3.1 has not failed in more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number of modules).
 - 6.4.3.2 shall not be re-assessed in a module more than once.
- 6.4.4 Re-assessments should take place before, or at the commencement of the subsequent semester.
- 6.4.5 A student who is re-assessed for a module failure, where there are no clear extenuating circumstances, shall be awarded no more than 50% on passing the re-assessment, this being the minimum pass mark.
- 6.4.6 A student shall be eligible to repeat failed module(s) where he or she:
 - 6.4.6.1 has failed in the re-assessment of a 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.
 - 6.4.6.2 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.
- 6.4.7 A student will be given the opportunity to repeat a module when it is offered at the first available instance.
- 6.4.8 Where a module is repeated the mark obtained will replace the mark achieved at earlier attempts.
- 6.4.9 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.
- 6.4.10 A student may not register for more than 2 repeat modules in addition to the modules prescribed for the semester.
- 6.4.11 Any students who have to repeat a module(s) have to pay the tuition fees for each module being repeated.
- 6.4.12 The normal / prescribed duration of course at JNEC is 2 years for Diploma programme.
- 6.4.13 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.

- 6.4.14 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.
- 6.4.15 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.
- 6.4.16 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.
- 6.4.17 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.
- 6.4.18 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.

Note: *Students need to pay Nu. 1000.00 (One thousand only) per module for reassessment and during the second repeat attempt, while there will be no charges for the first repeat attempt. (53rd AB)*

The Programme Board of Examiners of respective programme 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.

6.5 Attendance & Progression

- 6.5.1 Students are expected to be regular and punctual in class attendance and to fully participate in the learning and teaching prescribed for their programme. The University sets the following requirements:
 - a) A minimum requirement of 90% attendance across the board for all students at the University. This will be calculated on the contact time allocated for module(s) in the DPD.

- b) A minimum of 80% attendance to account for extenuating circumstances and other assignments of the college or University, beyond which no other relaxation will be made.

6.5.2 Failure to meet the attendance requirement in module(s) will result in being considered failed in the module(s). The student shall repeat such module(s), with mandatory attendance, when it is offered next.

6.6 Re-Check of Module

- a) 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.
- b) 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."
- c) 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

6.7 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 works 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

6.7.1 Penalties for Academic Dishonesty

- a) 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).*
- b) 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.

6.8 Final Results and Award

6.8.1 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

6.8.2 Eligibility for the award of position.

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

6.9 Dos and Don'ts during the Examination

- All Students/Candidates should be present at the vicinity of the examination hall thirty minutes before the scheduled time of the commencement of examination.
- Students/Candidates should enter the examination hall only after the invigilators have entered.
- 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.
- 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.
7. They will not be allowed to even request the invigilators to borrow such materials from another examinee.
8. 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.
9. 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.
10. Programmable or text storing calculators are not permitted in the examination hall.
11. 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.

12. Students/Candidates should complete the entries of their Examination particulars such as Student 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 student number and invigilators signature will be disqualified and will not be evaluated.
13. 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. Every student/candidate is required to write his / her student number on their question papers also.
14. All Supplementary answer sheets, if any used, must contain the individual's student number, dated signature of the invigilators and must be serially arranged and tied or stapled.
15. 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.
16. 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.
17. Students/Candidates are advised not to adopt any unfair means (UFM) 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 cease the 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.

18. Any students/candidates failing to report to the examination without prior information and approval will be awarded ZERO marks and the candidate will be declared 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.
19. 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

7.1 Module Matrix for Diploma in Civil Engineering

Year 1 - Semester I

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	BSR102	Surveying	3	0	2	12	45	30	25	100
2	BPD104	Civil Engineering Drawing	5	0	0	12	50	50	0	100
3	TOS105	Strength of Materials	4	0	0	12	50	50	0	100
4	TOS106	EngineeringMechanics	3	0	2	12	30	30	40	100
5	BMC102	Building Materials& Construction	4	0	0	12	50	50	0	100
Total			19	0	4	60	225	210	65	500

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	DZG102	བཟོ་རིག་འཛིན་སྐོང་ཤེས་བྱ	4	0	0	12	50	50	0	100
2	BPD105	Structural Detailing and Drawing	5	0	0	12	50	50	0	100
3	EST101	Estimation & Costing I	4	0	0	12	50	50	0	100
4	FOE102	Soil Mechanics and Foundation Engineering	3	0	2	12	45	30	25	100
5	CWP102	Workshop Practice on Building Materials	1	0	5	12	0	0	100	100
Total			17	0	7	60	195	180	125	500

Year 2- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	EVE203	Irrigation and Environmental Engineering	4	0	2	12	25	50	25	100
2	CWP203	Workshop Practice on Building Construction	1	0	5	12	0	0	100	100
3	EST202	Estimation & Costing II	4	0	0	12	50	50	0	100
4	HWE202	Highway Engineering	4	0	2	12	25	50	25	100
5	PMG201	Project Management	4	0	0	12	50	50	0	100
Total			17	0	9	60	150	200	150	500

Year 2- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	IDA201	Industrial Attachment*	0	0	40	60	0	150	350	500
Total			0	0	40	60	0	150	350	500

Note: L = Lecture, P = Practical, CA = Continuous Assessment, EX = Examination, Pract = Practical Examination Mark.

7.2 Module Matrix for Diploma in Electrical Engineering

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	EWD101	Electrical Installation and Occupational Health Safety	1	0	4	12	50	0	50	100
2	ELC101	Fundamentals of Electronics and Communication	3	0	3	12	25	40	35	100
3	GSC101	Electrical Principles and Practice	3	0	3	12	25	40	35	100
4	MAT101	Engineering Mathematics	3	0	0	12	40	60	0	100
5	DZG102	བོད་རིག་འཛིན་སྐྱོང་ཤེས་བྲ	4	0	0	12	50	50	0	100
Total			14	0	10	60	190	190	120	500

Year 1- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	PWS101	Electrical Generation and Transmission	3	0	3	12	25	40	35	100
2	GSC102	Energy Engineering and Management	3	0	0	12	100	0	0	100
3	EWD103	Applied Electrical Workshop Practice	1	0	4	12	50	0	50	100
4	EMD102	DC Machines and Transformer	3	0	3	12	25	40	35	100
5	EMD101	Electrical Measurement & Instrumentation	3	0	3	12	25	40	35	100
6	EWD102	Electrical Design, Drawing and Estimation	2	0	4	12	70	0	30	100
Total			15	0	17	72	295	120	185	600

Year 2 - Semester I			Contact Hours		Credits	Marks				
Sl. No	Module Code	Module Name	L	T		P	Theory		P	Total
							CA	EX	CA	
1	PWS202	Power System Switchgear and Protection	3	0	3	12	25	50	25	100
2	PWS203	Electrical Power Distribution & Utilization	3	0	3	12	25	40	35	100
3	EMD204	AC Machines	3	0	3	12	25	40	35	100
4	EMD205	Industrial Control & Automation	3	0	3	12	25	40	35	100
5	EMD203	Power Electronics & Drives	3	0	3	12	25	40	35	100
6		Elective	3	0	2	12	25	50	25	100
Total			18	0	17	72	150	260	190	600

Year 2- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	IDA201	Industrial Attachment*	0	0	40	60	0	150	350	500
Total			0	0	40	60	0	150	350	500

7.3 Module Matrix for Diploma in Mechanical Engineering

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	FME102	Principles of Mechanics	3		2	12	25	50	25	100
2	MDD101	Computer Aided Drawing	1		4	12	15	0	85	100
3	EEE105	Electrical & Electronics Principles	4		2	12	20	50	30	100
4	FME207	Metrology	3	0	2	12	25	50	25	100
5	DZG102	བཟོ་རིག་འཛིན་སྐྱོང་གི་ཤེས་བྲ	4	0	0	12	50	50	0	100
Total			15	0	10	60	135	200	165	500

Year 1- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	CSY102	Industrial Drives and Control	4		2	12	25	50	25	100
2	IAM102	Industrial Maintenance & Safety Engineering	2		3	12	25	25	50	100
3	FME103	Theory of Machines	3		2	12	25	50	25	100
4	MPT101	Forming and Welding	1		4	12	20	0	80	100
5	PAE101	Hydraulics & Hydraulic Machines	3		2	12	25	50	25	100
Total			13		13	60	120	175	205	500

Year 2- Semester I			Contact Hours			Credits	Marks			
							Theory		P	Total
Sl. No	Module Code	Module Name	L	T			P	CA	EX	
1	IAM204	Fluid Power & Mechatronics	3		2	12	25	50	25	100
2	FME210	Materials Technology & Estimation	2		3	12	20	50	30	100
3	IAM203	Production Planning & Control	3		2	12	50	30	20	100
4	MPT203	Machining Processes	2		4	12	20	0	80	100
5	PAE203	Automotive Technology	2		4	12	20	20	60	100
Total			11		15	60	135	150	215	500

Year 2- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	IDA201	Industrial Attachment	0	0	40	60	0	150	350	500
	Total		0	0	40	60	0	150	350	500

Note: L = Lecture, P = Practical, CA = Continuous Assessment, EX = Examination, Pract = Practical Examination Mark.

7.4 Module Matrix for Diploma in Computer System and Network

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	DZG101	Dzongkha Communication	2	2	0	12	50	50	0	100
2	NET101	Introduction to Networks	4	1	2	12	30	30	40	100
3	SYS101	Computer Hardware Troubleshooting and Maintenance	3	1	3	12	30	20	50	100
4	SYD101	Programming using Python	3	1	3	12	30	30	40	100
5	SYD102	Database Management	3	1	3	12	20	30	50	100
Total			15	6	11	60	160	160	180	500

Year 1- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	SYS102	Linux System Administration	3	1	3	12	30	30	40	100
2	NET102	Switching, Routing, and Wireless Essentials	3	1	3	12	20	20	60	100
3	SYD103	Information System Development and Management	3	1	3	12	30	30	40	100
4	MAT102	Statistics	2	1	2	12	30	50	20	100
5	NET103	Structured Cabling	2	2	3	12	30	30	40	100
Total			15	6	13	60	14	180	140	160

Year 2- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	SYD204	Web Technology and Design	3	1	3	12	40	0	60	100
2	NET204	Enterprise Networking, Security, and Automation	3	1	3	12	30	30	40	100
3	SYS203	Directory Services	3	1	3	12	30	30	40	100
4	SYS204	Linux Network Services Administration	3	1	3	12	20	30	50	100
5	SYD205	Network Data Analysis and Visualization Using Python	3	1	3	12	40	0	60	100
Total			15	7	15	60	15	170	160	90

Year 2- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							C A	EX	CA	
1	NET205	Applied Network Security	3	1	3	12	40	0	60	100
2	EDP101	Entrepreneurship	2	2	4	12	30	20	50	100
3	NET206	Ethical Hacking	3	1	3	12	40	0	60	100
4	CPR201	Capstone Project	0	0	6	24	40	60	0	100
Total			12	4	8	60	16	110	270	500

Note: The department has incorporated the Cisco Certified Network Associate (CCNA) modules namely CCNA1 - Introduction to Networks, CCNA2 - Switching, Routing, and Wireless Essentials, and CCNA3 - Enterprise Networking, Security, and Automation. This was considered as one of the industry certifications the graduates can do after completing the CCNA modules.

7.5 Module Matrix for Diploma in Electronics & Communication Engineering

Year 1- Semester I			Contact Hours			Credits	Marks			
							Theory		P	Total
Sl. No	Module Code	Module Name	L	T	P		CA	EX	CA	
1	MAT101	Engineering Mathematics*	4	0	0	12	40	60	0	100
2	EEE101	Electrical Principles and Technology	4	0	2	12	20	30	50	100
3	EEE102	Electronic Devices and Circuits	3	0	3	12	20	30	50	100
4	EEE103	Digital Electronics and Logic Circuits	3	0	3	12	20	30	50	100
5	CNE101	ICT Fundamentals and Programming	2	0	4	12	20	0	80	100
6	DZG101	Dzongkha Communication*	4	0	0	12	50	50	0	100
Total			20	0	12	72	170	200	230	600

Year 1- Semester I			Contact Hours			Credits	Marks			
							Theory		P	Total
Sl. No	Module Code	Module Name	L	T	P		CA	EX	CA	
1	ICE101	Instrumentation and Process Control	3	0	3	12	15	25	60	100
2	EEE104	Power Electronics	3	0	3	12	20	30	50	100
3	TCE101	Communication Systems	3	0	3	12	20	30	50	100
4	ICE102	Microprocessor and Microcontrollers	2	0	4	12	20	0	80	100
5	CNE102	Data Communication and Networking	3	0	3	12	15	30	55	100
Total			14	0	16	60	90	115	295	500

Year 2- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	ICE203	Industrial Automation	3	0	3	12	15	25	60	100
2	EEE205	Electronic System Design	2	0	4	12	20	0	80	100
3	TCE202	Telecommunication Systems	3	0	3	12	15	30	55	100
4	TCE203	Optical Communication and Transmission Engineering	3	0	3	12	20	30	50	100
5	CNE203	IoT Architectures and Applications	3	0	3	12	20	30	50	100
Total			14	0	16	60	90	115	295	500

Year 2- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	IDA201	Industrial Attachment*	0	0	40	60	0	150	350	500
Total			0	0	40	60	0	150	350	500

Note: L = Lecture, T = Tutorial, P = Practical, CA = Continuous Assessment, EX = Examination

7.6 Module Matrix for Diploma in Surveying

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	BSR101	Introduction toSurveying	3	2	1	12	25	45	30	100
2	CAS101	Computation and Field Surveying –I	3	2	1	12	25	45	30	100
3	ACS101	Academic Skills *	2	2	0	12	100	0	0	100
4	MAT101	Engineering Mathematics *	0	3	1	12	25	0	75	100
5	MGT103	Office Productivity Tools	4	1	0	12	10	90	0	100
Total			12	10	3	30	185	180	135	500

Year 1- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	CAS102	Computer Aided Mapping	1	1	3	12	10	90	0	100
2	CAS104	Computation and Field Surveying –II	2	1	3	12	25	45	30	100
3	CAS105	Engineering Survey	2	1	3	12	25	45	30	100
4	GDS102	Geodesy	3	1	0	12	25	0	75	100
5	DZO101	Dzongkha Communication*	3	1	0	12	50	0	50	100
Total			11	5	9	60	135	180	185	500

Year 2- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	CTR202	Cartography	3	2	0	12	25	45	30	100
2	CAS206	Computation and Field Surveying-III	3	2	1	12	25	45	30	100
3	CTR203	Principles and Application of GIS	3	2	0	12	25	45	30	100
4	CAS208	Principles and Application of GNSS	3	2	0	12	25	45	30	100
5	RST203	Photogrammetry and Remote sensing	3	2	0	12	25	45	30	100
Total			15	10	1	60	125	225	150	500

Year 2- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	CAS209	Surveying Analysisand Adjustment	3	1	0	12	25	0	75	100
2	LMA201	Land Managementand Administration	3	1	0	12	30	0	70	100
3	MNG201	Principles of Management*	3	1	0	12	25	0	75	100
4	OJT203	Survey Camp	0	0	1	12	50	0	50	100
5	PRW201	Project*	0	0	3	12	75	0	25	100
Total			9	3	4	60	205	0	295	500

Note: L = Lecture, T = Tutorial, P = Practical, CA = Continuous Assessment, EX = Examination

7.7 Module Matrix for Diploma in Materials and Procurement Management

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	EAM101	Accounting and Finance in Procurement and Supply Chain	3	1	0	12	50	50	0	100
2	MAM101	Materials Management	3	1	1	12	25	25	50	100
3	ACS101	Academic Skills	3	1	0	12	100	0	0	100
4	MGT101	IT Fundamentals and Office Productivity Tools	2	0	2	12	50	-	50	100
5	SCM101	Supply Chain Management	3	1	0	12	50	50	0	100
Total			13	4	4	60	275	125	100	500

Year 1- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	DZG101	Dzongkha Communication	2	2	0	12	50	50	0	100
2	PCM101	Purchase Management	4	0	0	12	50	50	0	100
3	EAM102	Introduction to Managerial Economics	2	2	0	12	50	50	0	100
4	MAM102	Inventory Management	2	1	1	12	35	50	15	100
5	MAT102	Statistics	2	1	2	12	30	50	20	100
Total			12	6	3	60	215	225	35	500

Year 2- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	DBM201	Database Management	2	1	2	12	30	40	30	100
2	PCM202	Introduction to Procurement Rules and Regulations	2	1	2	12	25	50	25	100
3	MAM203	Warehouse Management	2	0	2	12	25	50	25	100
4	EAM203	Tally	2	0	3	12	50	0	50	100
5	MNG202	Principles and Practices of Management	4	0	0	12	40	60	0	100
Total			12	2	9	60	170	200	130	500

Year 2- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	MAM204	Logistics Management	2	2	0	12	50	50	0	100
2	PCM203	Negotiation Skills	3	2	0	12	50	25	25	100
3	EDP201	Entrepreneurship	2	2	0	12	80	20	0	100
4	OJT201	On-the-Job Training	0	0	1	12	100	0	0	100
5	PRW201	Project Work	0	1	3	12	100	0	0	100
Total			7	7	4	60	170	200	130	500

7.8 Module Matrix for Diploma in Construction Supervision

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	BPD103	ConstructionDrawing I	1		4	12	50	0	50	100
2	OSH101	Occupational Health& Safety	4		0	12	50	50	0	100
3	BMC102	Construction Materials & Specification	4		0	12	50	50	0	100
4	CWP103	Construction Workshop Practice I	1		5	12	20	0	80	100
5	BMC103	Construction & Material Handling Equipment	3		0	12	50	50	0	100
Total			13		9	60	220	150	130	500

Year 1- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	DZG102	བཟོ་རིག་འཛིན་སྐྱོང་ཤེས་བྱ	2		0	12	50	50	0	100
2	BSR102	Applied Surveying	2		3	12	75	25	0	100
3	CWP106	Electrical & Mechanical Workshop Practice	2		4	12	20	0	80	100
4	CWP104	Construction Workshop PracticeII	2		4	12	10	0	90	100
5	BPD104	ConstructionDrawing II	1		4	12	50	0	50	100
Total			9		15	205	75	220	500	205

Year 2- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	EST203	Civil Estimating &Costing	4		0	12	50	50	0	100
2	MNG203	ConstructionManagement	4		0	12	50	50	0	100
3	EST204	Electrical & Mechanical Estimating and Costing	4		0	12	50	50	0	100
4	CWP205	Construction Workshop Practice III	1		4	12	10	0	90	100
5	PCM204	Introduction to Procurement and Inventory	4		0	12	50	50	0	100
Total			17		4	60	210	200	90	500

Year 2- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	IDA201	Industrial Attachment*	0	0	40	60	0	150	350	500
Total			0	0	40	60	0	150	350	500

Note: L = Lecture, T = Tutorial, P = Practical, CA = Continuous Assessment, EX = Examination

7.9 Module Matrix for Diploma in Multimedia and Animation

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	MMD101	Multimedia Fundamentals	3	0	3	12	60	0	40	100
2	MMD102	Digital Art andDesign	1	0	5	12	20	0	80	100
3	ANA101	Fundamentals of Drawing	1	0	5	12	20	0	80	100
4	SRV101	Computer Hardware Troubleshooting and Maintenance	2	0	4	12	40	0	60	100
5	CMG101	Script and Screenwriting	2	0	4	12	10	0	90	100
Total			9	0	21	60	150	0	350	500

Year 1- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	ANA102	2D Design and Animation	1	0	5	12	10	0	90	100
2	CMG102	Photography and Cinematography	1	0	5	12	10	0	90	100
3	ANA103	3D Modelling and Texturing	1	0	5	12	10	0	90	100
4	CMG103	Storytelling and Storyboarding	1	0	5	12	10	0	90	100
5	DZG101	Dzongkha Communication	2	1	1	12	30	50	20	100
Total			6	1	21	70	50	380	500	70

Year 2- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	MMD203	Digital Marketing and Product Advertisement	3	0	3	12	50	0	50	100
2	ANA204	3D Animation	1	0	5	12	10	0	90	100
3	CMG204	Multimedia Postproduction andEditing	1	0	5	12	10	0	90	100
4	MMD204	Visual Effects	1	0	4	12	10	0	90	100
5	EDP101	Entrepreneurship	2	4	2	12	30	20	50	100
Total			8	4	19	70	110	20	370	500

Year 2- Semester II			Contact Hours			Credits	Marks			
							Theory		P	Total
Sl. No	Module Code	Module Name	L	T	P		CA	EX	CA	
1	CPR202	Multimedia Project	0	0	30	60	200	0	300	500
Total			0	0	30	60	200	0	300	500

Note: L = Lecture, T = Tutorial, P = Practical, CA = Continuous Assessment, EX = Examination

7.10 Module Matrix for Diploma in Mechanical, Electrical and Plumbing

Year 1- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	PAE102	HVAC Design Basics	4	0	0	12	50	50	0	100
2	FEE101	Basic Electrical Engineering	4	0	3	12	25	40	35	100
3	MDD102	AutoCAD MEP Drafting	1	0	4	12	30	0	70	100
4	PAE104	Refrigeration and Air Conditioning	2	0	4	12	20	0	80	100
5	MDD109	Plumbing Design and Layout	1	0	3	12	20	0	80	100
Total			12	0	14	60	145	90	265	500

Year 1- Semester II			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	PAE105	Building Thermal Load Calculation and Duct Sizing	2	0	3	12	25	0	75	100
2	PAE111	HVAC Control System	3	0	3	12	30	0	70	100
3	EWD102	Electrical Design, Drawing and Estimation	3	0	4	12	60	0	40	100
4	PAE112	HVAC System and Installation	2	0	4	12	30	0	70	100
5	MDD110	Revit MEP	2	0	4	12	20	0	80	100
Total			12	0	18	60	165	0	335	500

Year 2- Semester I			Contact Hours			Credits	Marks			
Sl. No	Module Code	Module Name	L	T	P		Theory		P	Total
							CA	EX	CA	
1	IDA201	Industrial Attachment*	0	0	40	60	0	150	350	500
Total			0	0	40	60	0	150	350	500

Year 2 - Semester II			Contact Hours			Credits	Marks			Total
Sl. No	Module Code	Module Name	L	T	P		Theory		P	
							CA	EX	CA	
1	DZG102	བོ་ཞེ་རིག་འཛིན་གྱི་ཁོང་གིས་བྱ།	2	1	1	12	50	50	0	100
2	EDP101	Entrepreneurship	3	1	0	12	80	20	0	100
3	OHS101	Occupational Health and Safety	4	0	0	12	50	50	0	100
4	FDE201	Fire Protection System	3	0	2	12	25	50	25	100
5	PRW206	MEP Project Work	2	0	0	12	100	0	0	100
Total			14	2	3	60	305	170	25	500

Note: L = Lecture, T = Tutorial, P = Practical, CA = Continuous Assessment, EX = Examination

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.

Students are selected 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:

- 1) enhance the students' participation in the co-curricular activities;
- 2) encourage greater participation in the governance of the college;
- 3) provide opportunity for students to hone their planning, coordination, negotiation, communication and leadership skills;
- 4) 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. 1 male and 1 female student will be elected from the final year students.
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.
7. **Student Representative to College Academic Committee:**
2 student (1 Male and 1 female) representatives elected from among the final year students.

11.3 Terms of References for Student Office Bearers

11.3.1 General Terms and Conditions for Student Leaders

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.
10. Supervise/organize routine cleaning works in the Hostels (surroundings, respective rooms, corridors, toilets) including hostel maintenance and beautification works;

11.4 Terms of References for Student Office Bearers

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.

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.

Student councilors

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

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.

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.

Games Councilor

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

Student Representative to College Academic Committee (CAC)

- play the role of an ambassador between the students and the CAC.
- Conduct meeting among students, collect students concern/feedback related to academic and share during CAC meeting or raise to concern person.
- Serve as a block councilor of one block and look after the discipline, cleanliness, care and maintenance of hostels.

11.5 Students Election System

Chief Councilor, Girls' Councilor and other student leaders will be elected from among the final year students through vote system.

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;
- The staff member can also motivate and encourage the students to apply for the post of student leadership 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 team work 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. Disqualification Criteria for Student Leaders

A student **shall be disqualified** from holding a student leadership position under the following circumstances:

- **Disciplinary Record** – If the student has any disciplinary record with the College Disciplinary Committee.
- **Semester Repeat** – If the student has repeated a semester.
- **Module Repeat** – If the student has more than one repeated module

4. 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 or will proceed to polling booth for casting the vote if the election is done through EVM.
- 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.
- vii. If all top 8 votes secured by student leaders are male, a female candidate who secured highest vote will be offered 7th and 8th position respectively.

11.6 Award

The Chief Councilor and councilors will be awarded the certificate of leadership along with a memento 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.

11.7 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

All students' accommodation is carried out as per the RUB Students Accommodation Policy 2021.

12.2 Students' Mess

The Students' Mess at JNEC is operated in compliance to JNEC Students Mess Policy.

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. One lawn tennis court
4. One Futsal court
5. Two badminton courts
6. Two table tennis boards
7. One volleyball court
8. Carom and chess boards
9. Two archery field

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 Affairs*
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. Chairperson

- 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 student 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 Aid

1. Sick Student(s)

- Shall receive benefit from SWF, 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 sanctioned 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 as advance. 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 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 belongings 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.

12.5.4 Library Timings

Opening hours during normal days

Monday to Friday	08:00 AM -08:00 PM
Saturday	08:00 AM-12:15 PM

Library will remain closed during Sunday and National holidays.

Opening hours during Semester End Examination (SEE)

Monday to Sunday	08:00 AM -11:30 PM
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12.5.5 Loan periods and Borrowing Limits

12.5.3.1 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 10 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 resource availability.

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

12.5.3.2 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.

12.5.3.3 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.

12.5.3.4 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.

12.5.3.5 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.

12.5.3.6 Fines

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

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

Further students are required to follow the Student Club Working Modalities for its operation.

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. Staff and students 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 Club

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:

5. President as Chairman
6. Dean Research and Industrial linkages as Adviser
7. Faculty Coordinator
8. Faculty Editorial team
9. 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 (ལས་སྐྲུན་ལྷན་ཁག་)

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, serving, mask dances, etc)
- Represent the college in and outside the campus with college cultural team.

The cultural club will have three main responsibilities

1. Performing arts group (ལྷོས་གར་གྱི་རིགས།) (this group will have maximum of 60 students with 40 boys and 20 girls) – this group will be responsible for performing cultural activities during the official functions.
2. Serving group (དང་བཞག་གི་རིགས།) (this group will have maximum of 20 students with 10 boys and 10 girls)- this group will be responsible for serving the guest during the official functions.
3. Preparation group (བཅའ་སྒྲིག་གི་རིགས།) (this group will have maximum of 20 students with 15 boys and 5 girls) – this group will lead in preparation of official functions in the college in consultation with the club advisor/as per the order from the management.

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 Nyamsung Tshogpa (མཐའ་སྐོར་ཉམས་སྲུང་ཐོག་ཀྱི་ཚོན་པ།)

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 2021 with 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:

12.7.14 JNEC Radio Club

JNEC Radio club was established in September 29, 2022 with the vision to strengthen its role in entertainment, education and awareness activities, additionally serving as a center for enhancement for research and innovation in media communication.

The objectives of the JNEC Radio Club are:

- To establish and strengthen the station's role in education, advocacy and entertainment, channelizing promotion of harmony and uplifting societal values.
- To promote and provide a platform for campus residents and locals to share their voice and talent through the medium of radio.
- Uphold and promote local dialects, Dzongkha and English as a means of cultural reverence and preservation, through relevant activities.
- Dissemination of Information on Educational and Technical Activities happening in the campus.
- Develop working partnerships with non-profit organizations using radio as a vehicle for cooperation.
- Be a technical bridge between theory and practices Communication Engineering Technology has to offer.
- To equip members with basic radio station operation and maintenance skills, and provide hands-on experience on program design, production, and broadcast.
- To keep students, staff, and community informed on series of student's activities carried out in the college.
- To conduct live discussions and podcasts on recent issues and way forward.
- To identify technical issues associated with radio, rectify and carry out maintenance.
- To function as a formal research and study station for emerging radio and satellite technologies, for the benefit and education of the mass.

12.7.15 JNEC HVAC Maintenance Club

The membership of the club is limited to the students from Mechanical Engineering and Electrical Engineering. The club functions with the vision “to apply theoretical knowledge into practice and to provide quality service in maintaining the Heating, Ventilation, and Air Conditioning (HVAC) equipment in the campus”

The objectives of the club are:

- Acquire hands on skills by the students.
- Keep all the ACs installed inside campus in running conditions.
- Minimize maintenance expenses
- Extend maintenance service to the communities.

12.7.16 JNEC Karate Club

The JNEC Karate Club was formed on 18th July 2024 with the following objectives:

1. Promote physical fitness and well-being among the students.
2. Provide a platform for students to learn and practice karate techniques under the of experience instructors.
3. Foster a sense of discipline, respect, and perseverance through the study of karate.
4. Create opportunities for students to participate in local, regional, national & international karate competitions, thereby representing the college with pride.

The membership for the club is open to all the interested students.

Electrical Maintenance Group

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 Electrical Engineering students.

Civil Maintenance Group

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 Group

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.

IT Maintenance Group

This group is responsible for carrying out the repair and maintenance of computer and its peripherals. The group is led by the staff from the Department of Information Technology with the support from the final year students of Computer System and Networks.

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 Programmes.

Contact Numbers for Services

For Estate & Maintenance

<i>Mr. Karma Cheku (Electrician)</i>	<i>17505063</i>
<i>Mr. Budha Singh Rai (Mason)</i>	<i>17636347</i>
<i>Mr. Karna Bdr. Karki (Carpenter)</i>	<i>16906687</i>
<i>Mr. Karma Namgyel (Plumber)</i>	<i>16915254</i>

For Security Services:

<i>Mr. Dechenla</i>	<i>17524562/77425871</i>
<i>Mr. Ngawang Thinley</i>	<i>17930665/77282713</i>
<i>Mr. Yeshey Dorji</i>	<i>17450951/77736006</i>
<i>Mr. Dorji</i>	<i>17292326</i>

For Emergency College Vehicle Services:

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

Contact Numbers of Key Officials

<i>President</i>	<i>07-260286</i>
<i>Dean, Student Affairs</i>	<i>07-260298</i>
<i>Dean, Academic Affairs</i>	<i>07-260299</i>
<i>Dean, Research & Industrial Linkages</i>	<i>07-260202</i>
<i>Administrative Officer</i>	<i>07-260302</i>
<i>Finance Officer</i>	<i>07-260205</i>
<i>Estate Manager</i>	<i>07-260161</i>
<i>ICT Officer</i>	<i>07260192</i>
<i>Exam Cell</i>	<i>07-260307</i>



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