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ROYAL INSTITUTE OF MANAGEMENT
(Incorporated under the Royal Charter of the Royal Institute of Management, 1990)



STUDENT HANDBOOK



ROYAL INSTITUTE OF MANAGEMENT
SEMTOKHA, THIMPHU

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ROYAL INSTITUTE OF MANAGEMENT
STUDENT HANDBOOK, 2018

This handbook provides you with a summary of information you need to know in order to successfully undertake study at the Royal Institute of Management (RIM). The handbook summaries key policies and procedures and links to where you can find the detailed documentation. It is important to note that it is the responsibility of students to familiarize themselves with relevant policies and procedures.

This handbook should be read in conjunction with the following handbooks:

- (a) Academic Policy Handbook
- (b) Programme Profile
- (c) Unit Outline Handbook
- (d) Examination Handbook

This handbook provides information in unit outlines, which provide information specific to the units that you are enrolled including the content, delivery and assessment of the units.

We hope you find the student handbook useful and help you to make your study at the Institute both enjoyable and rewarding.

Director General
Royal Institute of Management

1. ESTABLISHMENT

The Royal Institute of Management was established as the country's apex management training institute, has been mandated to "impart, promote and improve professional knowledge and skills in management and public administration in both public as well as private sector in the nation" towards complementing the achievement of our national goal. The institute was established in 1986 and was incorporated as an autonomous institute in 1990 under the Royal Charter with a Board of Directors as its governing authority.

Presently, the Institute plays a crucial role in the areas of:

- Training and capacity development of the civil service in close coordination with the RCSC;
- Capacity development needs of local governance institutions and agencies aimed at facilitating the decentralization initiatives of the Royal Government;
- Supporting the private sector development through niche training interventions in support of their human resource development initiatives.

2. VISION, MISSION, STRATEGIES AND VALUES

Vision:

"To be a premier centre of excellence in management development and policy research in the region"

Mission:

"To develop socially and professionally responsible and proactive leaders and managers with holistic values and competencies"

Strategic Areas:

In realizing the above vision and mission, RIM focuses on the following strategic areas:

- RIM – strengthening institutional capacity and develop RIM into a financially self-sustaining Institute;
- Civil Service – building management capabilities and meeting future requirements of the civil service;
- Local Governance – facilitate decentralization process and enhance community participation through capacity development.
- Private Sector Development – facilitate private sector capacity development through training, research and consultancy.

Values:

To RIM family pledges to uphold the five core values. The five core values had been reformulated based on the earlier value identified in 1996. The reformulation has been done for easier understanding and to give meaningful expression of the values that we actually believe in and would like to uphold as proud members of the RIM family. The five core values are:

1. Excellence – We shall strive to maintain the highest form of standards in all our professional endeavours.
2. Team Work – We shall work as a family believing in the principle “united we stand, divided we fall.
3. Discipline – We shall uphold the image of the institute in our internal and external dealings and shall not waver in our loyalty to the Institute and Tsa-Wa-Sum.
4. Innovation – We shall promote innovation and creativity that serves the interest of the institute and the country.
5. Accountability – We shall refrain from any activities that would be in conflict with the interests of the institute and Tsa-Wa-Sum, and shall be accountable for our words and actions.

3. STRUCTURE OF THE INSTITUTE

In order to align the institutional capacity and performance towards its strategic direction and to render focused attention towards the identified programme activities, the organization structure of the RIM is formulated as below:

Policy/Management

The Board of Directors headed by a Chairperson appointed by the Royal Government provides leadership and strategies directions including policy guidance. The Board is supported by the Secretariat head by the Director General of the Institute appointed by the Royal Government. The Director General is responsible for the day to day management and administration of the institute and formulation of strategic policy proposals for consideration by the Board. A policy and planning/communication unit support the Director General. The unit is headed by the Chief Planning Officer.

The structure

Besides the PPU and Academic Advisory Committee, the structure is broadly divided into two functional areas viz. programme and the support services. The programme service is responsible for the discharge of academic services. The support services supports the programme and is responsible for the general management, administration and provision of learning resource facilities.

Programme

The academic services of the Institute is developed and delivered through its four departments namely:

1. Department of Management Development (DMD)
2. Department of Information and Communication Technology (DICT)
3. Department of Finance and Business (DFB)
4. Department of Research and Consultancy (DRC)

While the earlier programme units were labeled as Centers, in the new structure, the centres has been merged within the four departments. This is to provide focus of the programme based on their broad grouping and specialization. A Department may however have the option of reviving some of the centre under its administrative jurisdiction to meet certain specialized programme needs.

Department of Management Development (DMD)

The main functions of the DMD are as follows:

1. Design and conduct courses in the areas of Management Development, and Legal Studies;
2. Provide advisory services on enhancing management
3. Development capacities of the Government including local government.
4. Coordinate profession specific programmes in the areas of management development and legal studies through the respective centres established under the Department.
5. Undertake research in the areas of management development to facilitate development of courses and provide policy inputs for the Royal Government and private sector.
6. Carry out consultancy to facilitate capacity development in the field of management development.

Currently, the DMD looks after the two long term programme

1. Post Graduate Diploma in Public Administration (PGDPA)
2. Post Graduate Diploma in National Law (PGDNL)

Department of Information and Communication Technology (DICT)

This department is formally known as the Department of Information Technology and focuses mainly on the design and delivery of IT training programmes of the Institute. One of the major functions of the department is to plan and build IT capability of the Institute both in terms of human resources and infrastructure development. The department has been ardently involved in promoting and education the Bhutanese in the field of computing and information technology. The programs of the department intervene at various levels of courses for Diploma course for System Developers and programmers, short tailor made courses for in-service IT personnel, IT awareness workshops for executives as well as for mid level managers from both Government and Private Sector. The department also facilitates, through certified instructors, the Cisco networking academy program, which offers online curriculum and assessment for those interested in electronic networking. In addition to delivering joint IT courses with client organizations, the department plays crucial role in keeping in house members informed and aware of new technologies and providing training sessions on their usage.

The DICT aims to equip the Institute with the state-of-the-art technology and be able to design and provide need-based IT training programs for the Bhutanese knowledge worker.

Department of Finance and Business (DFB)

The main functions of the DFB are as follows:

1. Design and conduct courses in the areas of finance, economics and business.
2. Provide advisory services on enhancing skills and competency development in the areas of finance and business of the Government and the corporate bodies including the private sector.
3. Coordinate profession specific programmes in the areas of financial and management development through the Centre for Private Sector Development.

4. Undertake research in the areas of finance, business and economics to facilitate development of course materials and provide policy inputs to the Royal Government and private sector.
5. Carry out consultancy to facilitate capacity development in the fields of finance and business.

The DFB run two long term courses:

1. Masters in Business Administration (MBA) with University of Canberra, Australia
2. Post Graduate Diploma in Financial Management (PGDFM)

Department of Research and Consultancy (DRC)

The main functions of the DRC are as follows:

1. Determine and define the types of research/research areas of the institute so that they contribute meaningfully towards realizing the vision of the Institute.
2. Focus on the discovery and application of knowledge, and including dissemination, preferably through publication in referred journals, authored and edited books, chapters in edited books, published conference proceedings, conference papers, working papers and research seminars, occasional papers, etc.
3. Maintain/sustain the currency of academic output and scholarly teaching and learning culture within the Institute.
4. Complement and enhance teaching and research, thereby developing links between academics and business through the generation of real-time data and cases for teaching and learning.
5. Help advance knowledge and reputation for individual faculty member and the Institute
6. Encourage faculty to engage in consultancy that value expertise, facilitates business entities and organizations.
7. Develop and maintain consultancy directory, and catalogue consultancy activities undertaken by faculty thereby ensuring their competencies in conducting research and consultancies.

4. FACILITIES

Academic block:

- 10 classrooms each with a seating capacity of 35 people, equipped with projectors and computers;
- 4 computer lab each with 30-35 computers;
- 3 seminar halls each with 40 capacity
- 1 auditorium with a seating capacity of 210
- 1 Multi Purpose hall with a seating capacity of 2000 plus
- New IT block with latest ICT equipment & video conferencing
- Conference room with sitting capacity of 100 ;us
- Library with more than 13,000 volume of books

Accommodation:

- Director residence
- Faculty quarter of 2 blocks with 12 units
- Staff quarter
- Executive hostel with capacity of 20 heads
- 2 hostels (boys and girls with a capacity of 200 heads)
- 2 dinning halls (executive and trainees)

5. SPORT FACILITIES

The Institute has one of the best and complete facilities and well structured sporting infrastructures – indoor as well as outdoors. The campus is equipped with an international size football field, basketball, tennis and volleyball courts. Besides outdoor facilities, the trainees, faculty and staff also enjoys indoor facilities such as snooker, table tennis, carom, chess and checker boards. And for those who are into traditional sports, khuru and archery ranges are available.

In order for the holistic development of the trainees' personality, coordination and organization of various sporting and physical development activities, the management has instituted sports and games committees, headed by an Advisor along with a custodian (male and female) for tennis, football, volleyball, basketball, snooker and table tennis. The committee is also represented by two dodums.

6. ACADEMIC ENROLMENT

Post Graduate Diploma Enrolment:

(a) Government Scholarship sponsored by RCSC

Upon successful completion of the Bhutan Civil Service Examination conducted by the Royal Civil Service Commission, the RCSC send topped merit ranking students to the Institute for undergoing 1 year course in the following courses:

- (1) Post Graduate Diploma in Public Administration (PGDPA) – 40 Nos.
- (2) Post Graduate Diploma in Financial Management (PGDFM) – 30 Nos.
- (3) Post Graduate Diploma in National Law (PGDNL) – 10 Nos.

(b) Self financed candidates

In addition to Government Scholarship, the Institute takes self-financed student in the following courses:

- (1) Post Graduate Diploma in Financial Management (PGDFM);
- (2) Post Graduate Diploma in National Law (PGDNL).

Based on the admission announcement, the new students complete the admission procedures as follows:

- Apply/Application Form
- Offer/Acceptance Form
- Enroll/Biodata Form
- Undertaking Form
- Pay fees

(c)Diploma Enrolment

- The RIM also conducts diploma courses in Financial Management, National and Information Management System. The admission to the Institute is conducted by online. Admission to each of the programme will be based on merit ranking as per the ability rating as detailed in the admission criteria.

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APPLICATION FORM

1. Course Applied for : _____ Admission Year _____
2. Name of the Applicant : _____
3. CID Card No. : _____
4. Qualification : _____
5. School/Institute/College : _____
6. Mobile No. : _____
7. Email ID : _____

Person to be contacted in case of emergency

8. Name of the Guardian : _____
9. Relation with Candidate : _____
10. Mailing Address : _____
11. Contact No. : _____

Documents to be submitted (photocopy) for selection in PGDNL and PGDFM courses

1. Citizenship ID Card
2. Class X Marksheet & Pass Certificate
3. Class XII Marksheet & Pass Certificate
4. Degree Marksheet & Completion Certificate

Note:

1. *All those who have submitted the above documents must produce the original documents on _____ to the Registrar before _____ pm for verification and attestation.*
2. *Upon joining the Institute, you must undertake to confirm that the documents that you have submitted are genuine and authentic. In the event that you have submitted false documents, you shall be liable for legal action by the Institute as per the Law of the Country.*

Signature of the Applicant

Dated:

ROYAL INSTITUTE OF MANAGEMENT

HOSTEL REQUEST FORM

1. Course Applied for : _____ Admission Year _____
2. Name of the Applicant : _____
3. CID Card No. : _____
4. Qualification : _____
5. School/Institute/College : _____
6. Mobile No. : _____
7. Email ID : _____
8. Person to be contacted in case of emergency
9. Name of the Guardian : _____
10. Relation with Candidate : _____
11. Mailing Address : _____
12. Contact No. : _____

Note:

I wish apply for hostel accommodation and I hereby agree that I will abide by the Hostel Rules and Regulation of the Institute in force from time to time.

Signature of the Applicant

Dated:

ROYAL INSTITUTE OF MANAGEMENT

ADMISSION OFFER & ACCEPTANCE FORM

The Royal Institute of Management is pleased to make you an offer for admission to _____ as self finance in the forth coming academic year at the Institute. In accordance to the Institute's Academic policy, the candidate has the right to accept or reject the offer for admission. therefore, if you wish to accept the offer for admission, please fill in the form and return it to the Registration Unit, RIM within the stipulated date, _____.

If you do not return the form within the stipulated time, it will be considered that you have declined the offer for admission. You will be required to pay *Nu. _____ (Ngultrum only)* as the tuition fee for the course. **Fees can be paid at a time or in two installments, first installment (50%) to be paid on _____ and second installment on _____.** Your admission will be considered only upon receipt of the form duly signed by you along with payment of at least 50% of stipulated tuition fee.

1	Name	
2	CID Card No.	
3	Please tick the appropriate box	<input type="checkbox"/> I hereby accept the Offer for Admission to _____ <input type="checkbox"/> I hereby reject the Offer for Admission to _____
4	Undertaking	Upon having accepted the offer for admission, I hereby agree and acknowledge being subject to the Institute's Academic Policy. Please complete the relevant forms attached.
5	Signature of the Candidate (Please affix legal stamp) Date:	Affix legal stamp, Date ____/____/____

For Official Use (Registration Unit)

1	Admission Offer	<input type="checkbox"/> Admission Offer Accepted <input type="checkbox"/> Admission Offer Rejected
2	Admission number allocated	
3	Documents verified by:	Signature_____, Date ____/____/____
4	Tuition fee payment <input type="checkbox"/> Paid Full Tuition fee <input type="checkbox"/> Paid 50% Tuition fee Verified by:	Signature_____, Date ____/____/____

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SELF FINANCED UNDERTAKING FORM

Name of the Trainee :
Name of the Course :
Year of Admission :
CID Card No. :
Qualification :
School/Institute/College :
Village :
Gewog :
Dzongkhag :
Person to be contacted in case of emergency
Name of the Guardian :
Relation with Candidate :
Mailing Address :
Contact No. :

Undertaking:

5. Upon having accepted the offer for admission, I hereby agree and acknowledge being subject to Institute's Academic Policy.
6. I, hereby undertake that I have brought along with me full set of items in accordance with the list that was provided to me. (List attached)
7. I understand that during the course of my study:
 - 7.1. I am to abide by the Rules and Regulation of the Institute, and also the in-country training rules and regulations.
8. I also declare that I have been briefed thoroughly on the Rules and Regulations of the institute, and also the in-country training rules and regulations.

Affix Legal Stamp
(Signature of the candidates)

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TRAINEES BIO-DATA FORM

PERSONAL INFORMATION

Name :
Gender :
Date of Birth :
CID Card No. :
Contact No. :
Email ID :
Nationality :
House No. :
Village :
Gewog :
Dzongkhag :
Qualification :
Institute :
Country :

COURSE INFORMATION

Course Name :
Course Level :
Department :
Start Date :
End Date :

GUARDIANS INFORMATION

Name of Guardian :
Relation :
Occupation :
Present Address :
Contact No. :

In-service Information:

Check mark (✓) ☐ Pre-Service ☐ In-Service
Designation :
Organization :
Contact No. :

7. FEES AND CHARGES FOR SELF-FINANCED STUDENTS

(a) Tuition Fees for Self-financed Students

- The tuition fee is approved by the RIM Board of Directors upon recommendation by the Institute.
- The fee structure are as follows:

Department of Finance and Business (DFB)

Programme	Credit Points required	Course Duration in Years	Total Fee
Master in Business Administration (MBA)		1.5	Nu.253,000/- (Bhutanese) AUD1,200 per unit (International)
Post Graduate Diploma in Financial Management (PGDFM)& Post Graduate Diploma in National Law (PGDNL)	120	1	Nu.112,000/- (Corporate candidate)& Nu.85,800/- (self-financed) per year
Diploma in Financial Management (DFM)	240	2	Nu.100,000/- (corporate) & Nu.50,000/- (self-financed) plus additional Nu.11000/- for OJT supervision per year

(b) Fee payment Schedule

1. The tuition fee is payable in full or in two installments. The first installment (50%) of the tuition fee is payable upon acceptance of offer at the beginning of the term.
2. The second installment as per the census date (August). As a reminder, fee due notification will be served to the students a month before the end of the term. The census date of each term is mentioned on the Academic calendar.
3. The fees may be deposited in RIM Account No.100502451 in the Bank of Bhutan or at the accounts section of the Royal Institute of Management either in cash or cheque. Upon receipt of the payment, money receipt will be issued to the student.
4. Upon production of the money receipt, the Registrar shall issue admit card authorizing the Course Coordinator/Programme Assistant to admit the student in the class.

(c) Penalties for late payment

In order to ensure that fees are paid within the set timelines, penalties may be applied for late payments beyond the census date set, unless student obtain letter of approval from the Director General in advance.

(d) Refund

1. In case of withdrawal from the course, the student must submit application to the Director General with strong justification and request for refund of the fee paid.
2. Based upon on the directive of the Director General, either the course coordinator or programme assistant and accountants shall carry out the calculation on pro rata basis and resubmit to Director General for approval of refund.

(e) Accommodation and mess charges:

- New admission seeker must apply for the hostel requisition at the time of admission.
- The accommodation in the Institute hostel and mess facilities if available will be provided on first come first serve basis. However, students will be required to pay Nu.150/- per month as hostel rent. Students availing mess facility will also be required to pay the charges for the mess at the rate applicable.

(f) Security Deposit

- The students are required to deposit security fund of Nu.500/- which shall be refundable upon completion of the course provided no damages and loss incurred.
- Trainee Aid Fund of Nu.50/-

8. ACADEMIC PROGRESS

The Institute has in place the academic policy handbook to monitor, assist and manage students' academic progress throughout their enrolment. Appropriate actions will be taken from the time a student fails one unit a teaching period up to the students' exclusion from the course. Early identification and attention are intended to address difficulties as soon as possible and bring students back on track.

Progress checking will involve:

Checking students' progress each teaching period to identify students at risk of not making satisfactory academic progress – students who fails a unit will be alerted, informed about support service available to them and urged to seek assistance.

Students' progress is formally assessed against academic progress criteria at the end of each term. Students identified as failing to make good progress will be placed on academic probation with conditions on continuation in a course. The criteria for failing to make good progress are as follows:

9. ASSESSMENT

RIM assessment responsibilities for student and unit conveners which detail the reciprocal responsibilities of students and unit conveners in relation to assessment tasks, is available within the Assessment Policy (*page 59 of Academic Policy*). The assessment policy and assessment procedures set out detailed principles and processes in relation to assessment at the Institute.

(a) Advice on Assessment:

You are responsible for contacting your unit convener for advice if you are unclear about assessment tasks or procedures, in particular related to submission. Unit Convener will also be able to provide advice.

(b) Submission of Assignments:

All assignment items are to be submitted electronically via the unit moodle site, unless otherwise approved by the Unit Convener. Student identifying information must be included on the uploaded file. Faculties will provide a coversheet to accompany assignments that cannot be included on the uploaded file.

Students should refer to the unit outline for specific details regarding submission of assessment items.

You are advised to keep copies of assessment items you have submitted unless there is a clear reason for not doing so.

(c) Moderation in cases where results may lead to failure of the unit:

Academic committee moderate the setting and marking of assessment task in order to maintain agreed standards in the assessment of students work through a valid consistent and transparent process. Where a piece of assessment is awarded mark or grade that lead to a fail grade in a unit. The piece of assessment must be reassessed by a colleague in the discipline.

(d) Descriptors for Grades

For final assessment in the unit, the result will be one of the following grades: HD, DI, CR, P, UP or Fail. The descriptors are used as a guide to determination of grades (Page 63 of Academic Policy).

Please note the forensics use as different grading scheme.

- **High Distinction (DH)**

Work of outstanding quality on the learning outcomes of the unit, which may be demonstrated in areas such as criticism, logical argument, interpretation of materials or use of methodology. This grade may also be given to recognize particular originality or creativity.

- **Distinction (DI)**
Work of superior quality on the learning outcomes of the unit, demonstrating a sound grasp of content, together with efficient organization and selectivity.
- **Credit (CR)**
Work of good quality showing more than satisfactory achievement on the learning outcomes of the unit, or work of superior quality on a majority of the learning outcome of the unit.
- **Pass (P)**
Work showing a satisfactory achievement of the learning outcomes of the unit.
- **Undgraded Pass (UP)**
Work showing achievement of the learning outcomes of the unit to a satisfactory level or better.
- **Fail (NW, NX, NC, or NN)**
Work showing an unsatisfactory achievement of one or more learning outcomes of the unit, and not qualifying for the grade of pass. Note the following:
 - NW is a fail result based on written notification of withdrawal from a unit after due date.
 - NX is a fail result based on failure to reach a pass grade in a unit having completed all the unit assessment requirements.
 - NC is a fail result based on failure to complete one or more of the assessment requirements for the unit.
 - NN is a fail result based on non-participation in a unit.

The following table represents the relationship between letter and numerical grades at the Royal Institute of Management for both individual assessment items and the final result for the unit:

- | | |
|-------------------------|--|
| • High Distinction (HD) | 85% - 100% |
| • Distinction (DI) | 75% - 84% |
| • Credit (CR) | 65% - 74% |
| • Pass (P) | 50% - 64% |
| • Ungraded Pass (UP) | 50% - 100%. Note this grade applies to units assessed on a pass/fail basis only. |
| • Fail (N) | 0% - 49% |

The translation of grades for the series of individual assessment items into the final grade for the unit is defined by the conditions in the unit outline.

(e) Feedback

Feedback is information returned to students on their progress in their course or unit. The information can be quantified in the form of marks or grades, and/or in qualitative form such as comments and suggestions. It is crucial for students to receive feedback from academic staff on what they have learnt and what standard of performance they have achieved. *Further information on feedback can be found in the Assessment Policy of the Academic Policy.*

Students are encouraged to provide feedback on the units in which they are enrolled as this enables the Institute to improve its courses and units. All students have an opportunity to provide anonymous feedback on units at the end of the teaching period via the Unit Satisfaction Form issued by Course Assistant. Your lecturer or tutor may also invite you to provide more detailed feedback through an anonymous questionnaire administered through Registration Unit.

Students can apply for an extension to the due date for submission of an assignment on the grounds of illness or other unavoidable and verifiable personal circumstances. The unit convener will decide whether to grant an extension and the length of the extension.

(f) Extensions for Assignment Submission

The maximum time for an extension is the Friday of the first week of the next teaching period following the granting of the extension. A further extension is only permitted under certain circumstances. Students granted an extension will be given a withheld (WH) result until the issuing of a final result. WH results unresolved by the deadline will be converted to fail grades.

Students granted an extension should note that the extension may result in delays in receiving feedback on assignments, and/or to the award of grades, and/or course completion, and/or graduation. Note that documentary evidence will be required if you are seeking assignment extensions (or if you miss mandatory classes).

Students requesting lengthy extensions are advised instead to withdraw from the unit. Such students may apply to the Director General for withdrawal without penalty and remission of fees.

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UNIT ASSESSMENT FORM A

Name of Unit: _____

Direction: Unit Assessment is used for the improvement of the teaching and learning in each unit at the Institute. You may complete this form anonymously. Could you please think carefully about how you worked with the content and process of the classes you attended and the ways these helped what and how you learned. Please circle the appropriate choice to indicate

Excellent (E) 5	Very Good (VG) 4	Good (G) 3	Satisfactory (S) 2	Poor (P) 1
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Sl.	Unit Assessment factors	E	VG	G	S	P
1	Clarity of Unit Outcome: The aims and objectives of this unit were clear to me.	5	4	3	2	1
2	Linkage of Learning Outcome: The various components of the unit were clearly linked to one another.	5	4	3	2	1
3	Relevance of Unit Content: The content covered in the unit was intellectually challenging and relevant.	5	4	3	2	1
4	Teaching & learning activities: Activities in this unit enhanced my knowledge, skills and values in the content areas covered.	5	4	3	2	1
5	Assessment (other than final exam): The marking was available at stipulated times, to discuss issues relating to the assessment. The written comments on material returned were helpful and informative.	5	4	3	2	1

SUGGESTIONS/IMPROVEMENT

Could you please make a final statement to summarize your view of this unit? You might like to address an issue that has not been covered above, or to offer some suggestions toward the improvement of learning opportunities for students in the future. *[If you marked P or Poor for some items, please provide examples or explain further.]*

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FACULTY ASSESSMENT FORM B

Direction: Please complete the following section for each lecturer who taught the unit.

Name of Lecturer: _____

Sl.	Faculty Assessment factors	E	VG	G	S	P
1	Unit: Clarity of unit objectives & breakdown of details.	5	4	3	2	1
2	Teaching Methods: Teaching/training methods (lectures, case discussions/participation, exercises/assignments etc.) used to impart relevant knowledge, skills and values.	5	4	3	2	1
3	Professional soundness: Lecturer/trainer's familiarity & preparedness on the topic taught, relevance of the training materials and examples during session provided in relation to course/unit objectives.	5	4	3	2	1
4	Punctuality: Sense of timing and ability of lecturer/trainer to conduct classes as scheduled.	5	4	3	2	1
5	Attitude: Willingness of lecturer/trainer to help students learn, fairness in terms of marking and accessibility to students.	5	4	3	2	1

SUGGESTIONS/IMPROVEMENT

Could you please make a final statement to summarize your view of this unit? You might like to address an issue that has not been covered above, or to offer some suggestions toward the improvement of learning opportunities for students in the future. *[If you marked P or Poor for some items, please provide examples or explain further.]*

Please return completed form to PA
Thank you for completing this unit evaluation form

(g) Supplement assessment

Supplementary assessment, including supplementary examinations, is a form of assessment designed to give eligible students a second chance to pass a final unit of study. To be eligible to undertake supplementary assessment in a unit, a student must:

- Be enrolled with the next batch of course of study;
- Have failed not more than two units in the entire course of study; and
- Have passed all other units undertaken in all the terms.

A student who believes they are eligible to undertake supplementary assessment should consult the unit convener of the failed unit for confirmation of eligibility.

The timetabling and examination office schedules and manages supplementary examinations.

Students granted a supplementary examination should note that the additional opportunity to pass a final unit will delay the finalization of grades, course completion and graduation.

(h) Examination

Information on examinations is in the Examination Policy (*page 65 of Academic Policy*) and separate Examination Handbook. The examination policy principally covers term exam and includes details on exam timetables, permitted materials and material conduct.

(i) Deferred examinations

A deferred examination enables eligible students to complete a term exam at a later time because of illness or other unavoidable and compelling circumstances. A request for Deferred Examination form/application must be submitted to the Course Coordinator within three working days of the missed examination.

The timetabling and examination office schedules and manages deferred examinations. Student granted a deferred examination should note that the deferment may delay the finalization of grades, course completion and graduation. Students sitting deferred examinations will be given an interim grade DX until the issuing of a final result.

(j) Illness during the examination period

Students who are unwell or disadvantaged by other unavoidable and compelling circumstances at the scheduled time of an exam are advised not to take the exam.

The student should obtain a medical or counseling certificate which advises that the circumstances would have affected their performance. The certificate does not need to specify the nature of the

circumstances. The certificate should include the scheduled date of exam. It should indicate, where possible, when the student will be able to sit the examination. Once this supporting documentation is obtained, students should apply for a deferred examination.

(k) Results

Information on results release dates is available on the Academic Timetable and Calendar of Events. If there are any errors or doubts, students are asked to complete Recheck form before seeking changes.

ROYAL INSTITUTE OF MANAGEMENT
SEMTOKHA : THIMPHU

APPLICATION FOR RECHECKING¹ OF ANSWER SCRIPT

(Particulars should be filled in by the candidate in his/her own handwriting)

1. Date of Application :
2. Name of Candidate (in BLOCK CAPITAL) :
3. Student ID No. :
4. Course/batch :
5. Date of Term Examination :
6. Marks obtained in the unit paper(s) in which rechecking is required

Sl. No.	Title of Unit Paper (s)	Marks obtained

Signature of the Candidate

Remarks from Unit Convener

Name & signature of the unit convener

Verified by:

Course Coordinator

Head of Department

¹ Rechecking of answer scripts means to ensure that all the questions attempted by the candidate have been valued, the marks awarded have been totaled correctly and that the total marks have been correctly carried over to the mark sheet.

10. GRIEVANCE RESOLUTION

The Institute has established a set of procedures for dealing with student grievances. The steps involved in grievance resolution are set out in the Grievance Policy (*page 40 of the Academic Policy Handbook*).

If you have a grievance, you should take the steps outline in the policy as follows:

(a) Academic matters

Step 1: Information Resolution

For academic matters, there is a two stage informal process.

Stage 1:

Students are encouraged, in the first instance, to attempt to resolve the matter informally with the individual closest to the source of the grievance. This may mean writing to the staff member whose action or decision has led to the grievance or speaking to the staff member face-to-face.

Stage 2:

If the grievance is not resolved to the student's satisfaction then, as part of the information resolution stage, the student should normally approach the relevant course convener and/or head of the discipline in an effort to resolve the matter with the staff member concerned.

Steps 2: Formal Resolution

If the matter remains unresolved, the student may refer the matter, in writing to the relevant Faculty. Students attending the RIM should write the Head of the Department. *A student Formal Grievance form (to be made available).*

Step 3: Appeal

A student may appeal the final decision of the Head of the Department to the Student Appeal Committee. The student must provide sufficient grounds or evidence for an appeal.

(b) Administrative matters

Step 1: Formal resolution

For administrative matters, students with a grievance should approach the head of the relevant administrative unit in writing with their grievance.

Step 2: Appeal

A student may appeal the final decision of the head of the relevant administrative unit to the Student Appeal Committee. The student must provide sufficient grounds or evidence for an appeal.

Information about this policy and details of the support services available if a student has a grievance is available on the Student Equity Policy of the academic policy handbook.

11. STUDENT CONDUCT AND BEHAVIOUR

Students are subject to the statutes and rules of the Institute and to the lawful directions of its students. Appropriate standards of academic and non-academic behavior are expected of students. A student may be excluded from the Institute if a relevant prescribed authority, acting under the terms of the Institute Conduct Rules, deems that there has been a serious violation under the terms of the Rules.

Details about student conduct and a link to the student conduct can be found on (page 44 of academic policy) or rim website. Students are particularly asked to note the section below on student academic integrity.

12. STUDENT ACADEMIC INTEGRITY

Student academic integrity based on the principles of ethical behavior and a respect for knowledge is fundamental to the academic environment at the Institute. Good scholarship involves building on the work of others but this use must be acknowledged and proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices which contravene academic values. The Institute regards academic dishonesty as a serious offence and a penalty will be imposed on anyone found guilty of such conduct. The two main forms of academic dishonesty are plagiarism in assignments and misconduct in examinations.

“Plagiarism’ means claiming and using the thoughts or writings or creative works of others without appropriate acknowledgement or attribution. It includes:

- (a) Copying part or all of another student’s assignments;
- (b) Allowing another person to write some or all of an assignment;
- (c) Copying paragraphs, sentences or parts of sentences directly from texts or the internet without enclosing them in quotation marks or otherwise showing them to be copied – even if the source is acknowledged, this is still plagiarism;
- (d) Using concepts or developed ideas, even if paraphrased or summarized, from another person, from texts or the internet without acknowledging the source;
- (e) Copying graphics, architectural plans, multimedia works or other forms of intellectual property without appropriate acknowledgment.

‘Misconduct in an examination’ includes the following forms of dishonesty:

- (a) Using a substitute or acting as a substitute to undertake an examination;

- (b) Using unauthorized materials or prohibited electronic devices, such as mobile phones, in an examination;
- (c) Not complying with the Institute's instructions for students for an examination.

Other forms of academic misconduct include:

- (a) The fabrication or falsification of data or results of laboratory, field, or other work;
- (b) Assisting another person to commit an act of academic dishonesty.

Responsibility of the Institute

The Institute has an obligation to:

- (a) Set in place policies and procedures relating to academic integrity;
- (b) Provide training for staff to minimize opportunities for academic dishonesty, and to help staff deal with any instances;
- (c) Provide advice for students to avoid plagiarism;
- (d) Provide students accused of academic misconduct proper opportunity to answer allegations;
- (e) Provide and advertise a process for students to appeal decisions involving academic misconduct;
- (f) Maintain records of established academic misconduct in a Student Academic Misconduct Register.

Responsibility of Students

Students have a responsibility to:

- (a) Read, understand and respect the policy and rules concerning academic integrity;
- (b) Familiarize themselves with the conventions of referencing in their discipline;
- (c) Familiarize themselves with conduct and materials permitted in examinations;
- (d) Avoid all acts which could be considered instances of academic dishonesty.

Penalties

If a unit convener decides that plagiarism may have occurred, the matter will be referred in writing to a prescribed authority. On the basis of the information provided, the prescribed authority will decide whether a summary inquiry will be conducted or no further action will be taken. If a summary inquiry finds the student has committed an offence, penalties include:

- (a) Failing the student in the assessment item;
- (b) Requiring additional assessment towards a unit; and
- (c) Recommending to the delegated faculty body that the student be failed in the relevant unit.

Alternatively, in more serious cases, the matter may be referred to the Academic Chair, for special summary inquiry to be held if a 'serious violation' may have occurred. Serious violations may result in the students being fined, suspended or excluded from the Institute. The Student Academic Integrity Policy is available on (page 8 of the academic policy).

13. COPY RIGHT

Students are asked to note the following information about the use of copyright material.

The Commonwealth Copyright Act 1968 sets out all matters related to copyright ownership and usage. The Act applies to both students and staff of the Institute. It places legal obligations on students relating to the copying and communication of print, electronic and related materials. Students can be held liable for any breach of the Act. Information on your copyright obligations and rights is included in the Institute Copyright Guide.

‘Fair dealing’ provisions under the Act allow a student to use copyright material without the permission of the copyright owner in the following circumstances:

Print materials

For the purpose of study or research, an enrolled student may make a single copy of:

- One chapter or up to 10 percent (whichever is the greater) of a book;
- The whole of only one article from each issue of a periodical publication.

Digital copying

Digital copying by individuals is broadly restricted to that allowed under the ‘fair dealing’ provisions of the Act.

Criticism or Review

‘Fair dealing’ for the purpose of criticism or review is also allowed. This form of use allows reviewers to make a fair use of copyright material provided they acknowledge the work.

Other circumstances

The Institute is party to a number of agreements which allow copying and communication of specific material in certain circumstances. Information on these is included in the Institute Copyright Guide.

14. INTELLECTUAL PROPERTY

The Institute’s Policy on Intellectual Property sets out the rights and obligations of the Institute, its staff and its students regarding intellectual property. The policy seeks to strike an equitable and workable balance between the rights of originators and the interest of the Institute.

Ownership

Enrolled students of the Institute own the intellectual property created by them in pursuit of their studies. However, the Institute may assert an interest where:

- (a) Generation of the property has involved substantial use of institutional resources and/or services beyond that which is ordinarily provided to students; or

- (b) Generation of the property has resulted from use of pre-existing intellectual property owned by the Institute; or
- (c) The property forms part of intellectual property generated by a team of staff and students of which the student is directly or indirectly a member; or
- (d) The property has been generated as the result of project-specific funding provided by or obtained by the Institute.

Where the Institute asserts an interest under this section ownership of intellectual property generated by students the Institute will ensure:

- (a) That the claim will not be allowed to interfere with the assessment of the student's academic performance; and
- (b) That the student is treated in accord with the provisions of the policy.

The Institute normally would not consider assisting a student to patent an invention or protect intellectual property created the student. The student would be required to assign the intellectual property rights to the Institute in return for any assistance. This would be in exchange for a proportion of the returns expected from commercialization of the property.

The Students' Association acts as a source of independent advice for students on intellectual property matters. Students are advised to seek such independent advice before they agree to undertake activities that may spawn intellectual property. Students are asked to note the Institute's Policy on Intellectual Property.

15. PRIVACY

The Institute is subject to the provisions of the Commonwealth Privacy Act 1998. Any personal information the Institute collects or receives is dealt with in accordance with the Law. This includes your personal details, details of your academic progress, and personal welfare information.

The Institute will not disclose personal information about you unless you consent or we are permitted to do so by law. .

16. GRADE POINT AVERAGE POLICY

The grade point average (GPA) is an indicator to assist in determining the academic merit of individual student at the Institute. The GPA, which appears on transcripts, is automatically calculated based on units undertaken in the period since the student enrolled in their course of study. Other GPAs can also be manually calculated to assist with activities such as eligibility for entry to an honours program or the awarding of a prize or scholarship according to the criteria specified as part of those activities.

17. DIPLOMAS POLICY

A diploma is a higher education sub-degree, completion of which requires at least 24 credit points (one year full-time equivalent) of study. Diplomas provide students with knowledge and skills directly applicable to the workplace and a pathway to associate degree or bachelor degree courses in the same or related academic areas.

18. CREDIT

The Credit Policy provides information on credit based on credentialed or uncredentialed learning towards Institute undergraduate and postgraduate coursework courses. Credentialed learning is learning based upon complete or incomplete formal studies in award courses at universities. Uncredentialed learning is learning from work experience, life experience or from non-award studies. Additional provisions for credit that apply to postgraduate courses are in the following documents:

- (a) For postgraduate coursework course, in the Postgraduate Coursework Policy;
- (b) Higher Degree by Research Policy website, which replaces the 'Gold Book'.

19. SMOKE-FREE CAMPUS

All employees and students are entitled to a smoke-free workplace and environment. Smoking is prohibited at all times and without exception in all Institute buildings and vehicles. All Institute campus properties are smoke-free except for clearly identified designated outdoor smoking areas. Campus properties which are smoke-free include:

- (a) Workplaces, lecture halls, access corridors and campus vehicles;
- (b) Residences;
- (c) Eating and hospitality areas;
- (d) Toilets and change rooms;
- (e) Outdoor areas including car parts and sports fields; and
- (f) Outdoor walk ways and entrances used to access and exit buildings.

Smoking is only permitted in designated outdoor smoking areas, which are clearly identified on the Human Resources website. For further information refer to the Tobacco on Campus Policy.

20. GENERAL SCHEDULE OF RIM

Time	Activities	Coordinated/Led by	Remarks
06:30 – 07:30 AM	Washing & Dressing		
07:30 – 08:30 AM	Breakfast (Summer timing)		
08:00 – 09:00 AM	<i>Breakfast (Winter timing)</i>		
09:00 – 10:00 AM	Assembly/Inspiration Session (1 st working day of the month)	To be coordinated by Dodum	Dress code: RIM uniform and also on important occasions.
09:30 – 12:30 PM	Academic Session 1	Faculty/Department	
01:00 – 02:00 PM	Lunch		
02:00 – 04:00 PM	Academic Session 2	Faculty/Department	
04:00 – 05:00 PM	SUPW (As per calendar of events)	Puen Coordinators	
04:00 PM onwards	Games & Sport	Sport Coordinator	
07:00 – 08:00 PM	Breakfast (Summer timing)		
06:30 – 07:30 PM	<i>Breakfast (Winter timing)</i>		
08:30 PM	Gate closed	Security Guards	
09:00 PM	Observe silence	Warden/Dodum/Puen Coordinator	

21. RIM ACADEMIC CALENDAR & CALENDAR OF EVENTS



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RIM Calendar of Events 2018 (Earth Male Dog Year)



JANUARY འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

25 RIM Fund & Loan Management Committee Meeting
26 Submission of Annual Work Plan
31 General Meeting
*Finalize RIM Calendar of Event & Academic Calendar

FEBRUARY འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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1 PCD Trainee orientation
12 Freshen Note
15 Election of Office Bearers + Welcome Dinner
8 HR Committee Meeting

MARCH འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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1 Inspiration Session
2 Social Work
5 - 30 Inter Puen Table Tennis Tournament
7 Academic Committee meeting
8 Talk by Eminent Speaker
22 Mgt. Advisory Committee Meeting

APRIL འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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2 Inspiration Session
2 - 27 Inter Puen Football Tournament
12 HR Committee Meeting
11 Talk by Eminent Speaker
20 Inter Puen English Quiz Competition
30 General Meeting

MAY འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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17 Academic Committee Meeting
18 Declaration of Result & PD day
21 Diploma Orientation
30 April - 4 May Exam week
5 - 20 Term Break / Attachment
25 Social Work

JUNE འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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1 Inspiration Session
2 Social Forestry Day
4 - 29 Inter Puen Basketball Tournament
7 RIM Fund & Loan Mgt. Committee Meeting
8 Social Work
13 Talk by Eminent Speaker
14 HR Committee Meeting
21 Mgt. Advisory Committee Meeting
29 RIM Newsletter, June Issue

JULY འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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18 Talk by Eminent Speaker
19 Mgt. Advisory Committee Meeting
3 - 26 Inter Puen Badminton
27 Inter Puen Dzongkha Debate Competition
31 General Meeting

AUGUST འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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1 Inspiration Session
2 - 16 Inter Puen Volleyball Tournament
3 Social Work
10 Convocation Day (Tentative)
16 HR Committee Meeting
20 - 24 Exam Week / 29 Aug - 9 Sept Term Break / Attachment

SEPTEMBER འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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6 Academic Committee Meeting
7 Declaration of Result & PD Day
14 Social Work
18 Talk by Eminent Speaker
24 Mgt. Advisory Committee Meeting
28 Inter Puen English Debate Competition

OCTOBER འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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10 Talk by Eminent Speaker
11 HR Committee Meeting
18 RIM Fund & Loan Management Committee Meeting
26 RIM Newsletter, October Issue
30 General Meeting

NOVEMBER འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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2 Inspiration Session
2 Social Work
5 - 22 Inter Puen Khuru Tournament
15 Talk by Eminent Speaker
23 Zhenphen Thugpa Day

DECEMBER འབྲུག་རྒྱལ་བུ་གཞི་ལ་དང་བཟུང་གཞི་ལ་ལ།						
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3 - 7 Exam Week / Assessment
19 Mgt. Advisory Committee Meeting
20 Academic Committee Meeting
21 Declaration of Result
26 PCD Mark sheet Award Day
27 HR Committee Meeting

*Note : PD day (Professional Development Day)

Designed & Published By: Registration Unit, Royal Institute of Management

22. ORIENTATION PROGRAMME

The orientation is organized with the following objective:

1. To familiarize the trainees with the Institute policies, programmes and infrastructure facilities;
2. To create an environment conducive to learning and to expose trainees to teaching methodologies and evaluation systems;
3. To familiarize the trainees with the Institute's rules and regulations; and
4. To make the trainees aware of house-keeping and welfare issues.

The orientation programme will cover the following contents:

1. Daily General Schedule
2. Academic Calendar & Calendar of Events
3. Brief of the Institute: establishment, vision, mission, organizational structure, field of training. (Refer RIM Programme Profile)
4. Academic Rules & Regulation (Refer RIM Academic Policy Handbook)
5. Examination Rules & Regulation (Refer RIM Academic Policy & Examination Handbook)
6. TOR of the Office Bearers (Refer Annexure 1)
7. Hostel Rules and Regulations (Refer Annexure 2)
8. Games and Sport Guidelines (Refer Annexure 3)
9. Computer, lab facilities, Internet & Email usage policy (Refer Annexure 4)
10. Library Rules (Refer Annexure 5)
11. General Development Programmes (Refer Annexure 6)
12. Zhenphen Tshogpa (Annexure 7)

Expectation of the Orientation programme:

By end of the orientation, it is expected that the trainees would be familiar with the functioning of the Institute, its teaching methodologies and evaluation systems.

ROYAL INSTITUTE OF MANAGEMENT

ANNEXURE 1

23. TERMS OF REFERENCE FOR THE TRAINEE OFFICE BEARERS

TERMS OF REFERENCE OF THE DODAM (COUNCILOR):

The Dodams(Male and Female) shall be the overall coordinators of all Trainee Affairs including:

I. General Responsibilities

1. Liaise with trainees/trainee bodies and the faculty, staff and management of RIM,
2. Conduct and organize inspiration session/assembly either on the first working day of the month.
3. Make important announcements to the trainees during the inspiration session/assembly.
4. Ensure that the trainee comply with RIM training rules and regulations.
5. Resolve conflicts among trainees.
6. Ensure that Class Representatives take attendance during inspiration session/assembly or other mandatory occasions and maintain proper records of such information in a register.
7. Initiate, coordinate and chair inter-class representatives, inter-coordinators/secretaries meetings and deliberations.
8. Monitor and ensure that the Mess Management Advisory Committee functions properly and that there are smooth handing and taking over of charges.
9. Receive important guests to the Institute.

II. Responsibilities in the Hostel

1. Overall In-charge of TV, main responsibilities include:
 - a) Screen TV programmes as per timing that has been approved by the management.
 - b) Collect rentals fees from the residents and submit the same to the Wardens.
 - c) Ensure safe custody of the equipment.

- d) Report on any damages/loss to the Warden.
- e) Chairperson and Vice-Chairperson of the Mess Advisory Committee.
- f) Oversee quality of food served in the dining hall and Code of Conduct of residents in the hostel.
- g) Oversee management of hostel facilities and compliance with the Hostel Rules and Regulations.

TERMS OF REFERENCE OF PUEN LEADERS:

The Puen Leaders (male and female) shall ensure that the residents comply with all the RIM Rules and Regulations. Specifically, they shall see to it that the residents:

I. Maintain hygiene and cleanliness within the hostels and its surroundings by:

1. Not littering the rooms or spilling anything in the rooms or in the corridors, and also ensuring that violators clean up the mess;
2. Maintaining utmost cleanliness and make sure that the floor under the residents beds, floor and cupboard are clean;
3. Using the waste bins provided in the rooms and not litter the floor and empty the waste bins into the big green dust bin containers located on each floor;
4. Minimizing time in bathrooms and toilets and turn off taps after use;
5. Maintaining a roster for cleaning of the corridors, toilets, bathrooms, and hostel surroundings;
6. Supervising the cleaning of the corridors, toilets, bathrooms and hostel surroundings including flower gardens;
7. Be responsible for campus beautification; and
8. Supervising the SUPW as per event calendar, and see that the area allocated to the concerned Puen is clean and presentable at all times.
9. Assist the Dodams to monitor and ensure the Mess committee functions properly and the accounts are maintained well.

II. Maintain proper timings of usage of facilities/resources by:

1. Taking turns in cleaning/sweeping of the bathrooms, toilets and corridors;
2. Taking attendance of the residents and submitting the absentee report at the end of the month to the Hostel Warden;
3. Contacting the Transport Officer/Hostel Warden for transportation in times of serious illness of residents;
4. Not eating food in the hostels;
5. Turning off lights latest by 2200 hours; and
6. Taking good care of times issued to them and in the event, any resident damages properties making good for the damages.

III. Maintain good conduct and social interaction by:

1. Being responsible for discipline on each floor;
2. Seeing that the residents do not leave the hostels without the prior approval from the Hostel Warden and concerned authorities;
3. Bringing any dispute to the notice of the concerned authorities for settlement;
4. Coordinating and organizing inter-puen activities and competition in sports, cultural and other co-curricular activities in accordance with RIM schedule and calendar;
5. Participating in various committee meetings; and
6. Not gambling, drinking or fighting.

TERMS OF REFERENCE OF THE CLASS REPRESENTATIVES:

The class representatives shall ensure that the course mates comply with all the RIM rules and regulations. They shall assist Dodams in receiving important guests to the Institute. More specifically, the representative shall:

I. Assist in managing academic programmes by ensuring:

1. Proper record of class attendance of all sessions by faculties and submit attendance report every month to the Registrar.
2. Provision of logistical support for academic session.

3. Cleanliness of classrooms.
4. Assistance and support to the faculties in conducting the courses.
5. Liaise between faculty/management and course mates on academic matters.

II. Maintain facilities, hygiene and cleanliness within the hostels and the designated SUPW sites by ensuring:

1. The course mates keep their hostel rooms and corridors clean.
2. The course mates use the waste bins provided diligently.
3. The course mates turn off the water taps after use.
4. The course mates put off the electrical switches in the rooms and corridors before leaving the rooms and hostel, and switch off room lights latest by 2200 hours.
5. The course mates do not cook and eat food in the hostel rooms.
6. Maintenance of a roster for cleaning the rooms and the corridors.
7. Cleanliness of the area allocated to the respective classes.
8. Submit timely and periodic report to the warden on the affairs of hostel including all emergency matters such as illness, damages to property etc.

TERMS OF REFERENCE OF THE LITERARY COMMITTEE MEMBERS AND LITERARY COORDINATOR:

The literary committee members and literary coordinator shall:

1. Prepare annual literary activity plan.
2. Initiate and organize literary activities at the Institute as per activity plan including ad hoc categories.
3. Field team for participation in competition outside the Institute.
4. Submit list of literary requisition through the Literary Advisory for procurement.
5. Maintain inventory of literary activities including publication.

TERMS OF REFERENCE OF THE CULTURAL COMMITTEE MEMBERS AND CULTURAL COORDINATORS:

The cultural committee members and cultural coordinators shall:

1. Prepare annual cultural activity plan.
2. Initiate and organize cultural activities at the Institute as per activity plan including ad hoc programmes.
3. Field teams for participation in cultural competition within and outside Institute.

TERMS OF REFERENCE OF THE PRAYER COORDINATOR:

The prayer coordinator shall ensure that the trainees abide by the following:

1. Attend the prayer on time.
2. Use prayer book during the prayer time.
3. Lead and set the timing while reciting prayers.
4. Attend prayer in proper dress.
5. Bring problems to the notice of faculty in-charge and management.

TERMS OF REFERENCE OF THE GAMES AND SPORTS COORDINATOR:

The Games and Sports Coordinator shall:

1. Prepare annual games activity plan (category wise) including mixed and inter-puen tournaments.
2. Initiate and organize games at the Institute as per activity plan including ad hoc categories.
3. Field team for participation in tournaments outside the Institute.
4. Submit list of sporting equipments requisition through the Sport Advisor for procurement.
5. Maintain stock of sporting goods/equipments including record of issue.
6. Initiate development and maintenance of sporting facilities at the Institute.

TERMS OF REFERENCE OF THE MESS SECRETARY:

The mess secretaries shall:

1. Strive to serve hygienic and good quality food as per menu agreed or advised the Mess Management Advisory Committee.
2. Maintain inventory of food items bought and ensure safe storage.
3. Make all purchases at the lowest price without compromising the quality.
4. Maintain proper accounts of all purchases and expenditure auditable by the Mess Management Advisory Committee.
5. Monitor cleanliness of the kitchen, dining hall and kitchen staff.
6. Bring to the notice of the Warden and Management any problems related to food, kitchen and dining hall.

Director General
Royal Institute of Management

Dated:

ROYAL INSTITUTE OF MANAGEMENT

ANNEXURE 2

24. RIM HOSTEL RULES AND REGULATIONS, 2015

1. TITLE AND EXTENT OF COVERAGE:

- 1.1 These shall be called HOSTEL RULES AND REGULATIONS OF THE ROYAL INSTITUTE OF MANAGEMENT, 2015.
- 1.2 These shall apply to all the trainees or persons utilizing the residential facilities and privileges.
- 1.3 These shall come into force from February, 2015.

2. GENERAL TERMS AND CONDITIONS:

- 2.1 Trainees shall be entitled to a monthly salary/stipend to meet the cost of food, lodging and incidentals unless specified otherwise in the respective course prospectus.
- 2.2 Trainees shall have the option to reside in the hostel unless specified otherwise in the respective course prospectus.
- 2.3 Residents shall take up full responsibility to maintain their hostel, sanitary and electrical installation, fixtures and furniture, and other facilities provided for their comfort and use.
- 2.4 Residents shall maintain the internal wiring and fitting without modification for reasons of safety and to avoid any undue damages.
- 2.5 Residents shall inform the Estate Manager through the Hostel Warden for any maintenance service they required in the hostel rooms.
- 2.6 Residents shall not cook in the Hostel rooms to avoid fire hazard and promote hygiene.

- 2.7 Residents must abstain from unhealthy habits of consuming and storing alcohol in the hostel and institute premises.
- 2.8 Residents shall not keep pets in the institute.
- 2.9 Except through prior permission, Residents shall be required to be in the hostel at 9:00 p.m. and will observe silence after 10:00 p.m. in order not to disturb other residents.
- 2.10 Residents shall not dry their laundry including shoes in corridors and on the windows etc. except at the courtyard of the laundry room or behind the hostels.
- 2.11 Residents shall abstain from gambling of any kind in the hostels.
- 2.12 Residents shall abstain from carrying cooked food into the hostel rooms
- 2.13 Residents shall not paste any picture on the walls of their rooms.
- 2.14 Residents may play or use transistors, record players, tape recorders, guitars etc. in the rooms provided it does not disturb other inmates.
- 2.15 Residents are permitted to use blower heaters, water boiler, and insulated immersion rods for heating water in their rooms. They shall, however, ensure that these appliances are switched off prior to leaving their rooms.
- 2.16 However, no resident shall use rod heaters, cooking appliances (rice/curry cookers), electric kettles or water heater (with coil rounded on a wooden or any other material).
- 2.17 Visitors shall be entertained only in the lobby of hostel or visitor's lounge of the institute only during visiting hours.

3. CLEANLINESS:

- 3.1 Residents shall be held responsible for proper discipline and cleanliness of the entire hostel campus.
- 3.2 Class Representative shall be held responsible for proper discipline and cleanliness of the entire hostel campus.
- 3.3 Class Representative shall also be responsible for the maintenance of the cleanliness and discipline on each floor.
- 3.4 Class Representative shall ensure that water taps and the residents switch off lights.
- 3.5 Residents shall make their own beds neatly every morning without leaving anything on the beds, under the beds or on the cupboards, with towels spread on the bed rails at the head side of the beds. (As far as possible uniformity must be maintained).
- 3.6 A resident must maintain utmost cleanliness and make sure that the floor under his/her bed and cupboard is clean and waste paper and refuse is deposited in the dust-bins provided in the rooms.
- 3.7 Class Representative shall make sure that any Resident, who litters the room or spills anything, cleans up the mess himself/herself.
- 3.8 Resident shall ensure that the bathrooms and toilets after use are as clean as they would like to find them and see water taps are closed.

4. HOSTEL ROOM FACILITIES:

- 4.1 The Hostel for executives shall be named as Executive Residence and dormitories as Puen Residences.
- 4.2 Executive Residence shall be furnished with basic comforts to host senior officers befitting their status.
- 4.3 An Executive Residence resident is expected to conduct in a manner befitting the rank and position during the stay at the hostel by complying with the rules of the Institute.

- 4.4 Each Resident shall be provided with following facilities for use during the course of the training:
- 1) Study table and Chair;
 - 2) Wardrobe; and
 - 3) Bed.
- 4.5 Residents shall not be allowed to move furniture or facilities from their rooms unless written order is produced.
- 4.6 Residents shall bear the cost of repair/replacements for damages deliberately caused to government properties. In the event of damage, the recovery will be made from the security deposit and balance if any from the stipend/salary accordingly to the nature of the property (collectively or individuals).
- 4.7 A Resident shall hand-over the articles and properties issued in their names according to the inventory list to the concerned authorities at the time of leaving the institute and produce a no demand certificate for issue of the final Transcripts.

5. MESS:

- 5.1 Residents shall conduct themselves in the Mess in a disciplined and civilized manner.
- 5.2 Residents shall be required to eat in the common mess unless exempted by the Management.
- 5.3 Residents shall elect a Mess Committee comprising of one member representing each course. The Committee shall be responsible for the administration of the mess under broad guidelines laid down by the Institute.
- 5.4 A resident shall be required to pay for the meals as per the norms laid down by the Committee.
- 5.5 Residents shall not be allowed to enter the kitchen unless required by the official works.
- 5.6 Residents shall observe the following dress code strictly in the Mess:

Sl.#	Event	On Working Days	On Holidays
1.	Break fast	Gho& Kira	Games Kit (Set)
2.	Lunch	Gho& Kira	Casual (Sun)
3.	Tea	<i>Inst. Casual/Sports kit</i>	<i>Casual (Holiday)</i>
4.	<i>Dinner</i>	<i>Casual</i>	
5.	Formal Occasion	Institute Dress	

5.7 Residents shall strictly observe the mess timings as indicated below:

Sl.#	Event	Timing (hours)
1.	Breakfast	0745 - 0820
2.	Lunch	1300 - 1345
3.	Evening Tea	1515 - 1530
4.	Dinner	1900 – 1930

6. LEAVE:

- 6.1 A trainee shall be entitled to leave on weekends or on other holidays with prior approval of the hostel warden.
- 6.2 A trainee proceeding on leave shall inform their whereabouts with the Hostel Warden
- 6.3 The Class Representative shall report to the Hostel Warden any resident falling sick or hospitalized at the earliest and reasonable instance.
- 6.4 A trainee shall be eligible to avail leave of one day due to sickness or any other emergency with prior permission of the Head of the Department/Coordinator of the Centers and two or more days with permission of the Director General on the recommendation of the Head/Coordinator.

- 6.5 A Resident shall be liable to be discontinued from the course for unauthorized absence without any valid reasons.

7. AMENDMENT AND SUPPRESSION

The Director General of the Institute shall be the authority empowered to interpret the rules and his/her decision shall be final and binding.

Director General
Royal Institute of Management

Dated:

LIST OF ITEMS TO BE BROUGHT

BY THE TRAINEES SEEKING ADMISSION IN THE RIM

For Boarder Trainees:

1. Kabney/Rachu
2. Gho/Kira
3. RIM Uniform (*Can be purchased from SangayBidhaTshongkhang*)
4. Bed sheet
5. Pillow with the pillow cover
6. Sport outfit (shorts, vests, white canvas shoes)
7. Football boots, stocking, etc (boys)
8. Blanket/quilts
9. Bed cover
10. Working dress
11. Plate & mugs
12. Mattress
13. Trunks/suitcase
14. Phob and Torey
15. Exercise books
16. Bucket
17. Sickle
18. ChoecheyPecha
19. Security deposit of Nu.500.00
20. Sports & cultural fee of Nu.50.00

Note: Report to the Institute on 1st February, _____

For Day Scholar Trainees:

1. RIM Uniform (*Can be purchased from SangayBidhaTshongkhang*)
2. Kabney/Rachu
3. Exercise books
4. Security deposit of Nu. 500.00
5. Sports & cultural fee of Nu. 50.00

Note: Report to the Institute on 2nd February, _____

ROYAL INSTITUTE OF MANAGEMENT

ANNEXURE 4

25. SPORTS FACILITIES RULES

1. Objective: The Sports Facilities Management Rules are hereby promulgated under the authority of the Royal Charter of the Royal Institute of Management 1990 to develop the character, endurance and provide our trainees a better quality of life. These rules shall ensure the efficient use of RIM sports facilities to promote sports and games activities for the RIM family members, RIM Alumni Members and Others.

2. Definition: In these Rules, unless the context otherwise requires, the following words and phrases have the following meanings:

2.1	“RIM” means the Royal Institute of Management
2.2	“Institute” means the Royal Institute of Management
2.3	“Trainees” means persons admitted into the pre-service or in-service training programme of the RIM
2.4	“Director” means the Director of RIM
2.5	“Faculty” means a teaching member of RIM
2.6	“Staff” means a non-teaching member of RIM
2.7	“Sports” means games
2.8	“Sports Advisor” means a faculty appointed by the Director as the overall in-charge of sports/games with the authority to take decisions on as per provision of this rules and directives issued by the Director
2.9	“RIM Family Members” means Director, Faculty, Staff, and Trainees of RIM
2.10	“RIM Alumni Members” means trainees who have graduated from RIM and granted with the RIM Alumni Membership upon payment of a membership fees, amount as prescribed under section 8.2 or such amounts revised from time to time.
2.11	“Others” means persons/teams who are neither RIM Family Members nor RIM Alumni

		Members who may be granted permission by the Sports Advisor to use the RIM Sport Facilities upon payment of user fees, amount as prescribed under section 8.3 or such amounts revised from time to time.
2.12		“Sports Coordinator” means a trainee of RIM elected by the trainees of the Institute to coordinate a game and duly appointed by the Director by a formal order.
3. Sports/Games facilities at RIM: Sports/Games facilities of RIM include:		
3.1		A Tennis Court
3.2		A Football Field
3.3		A Basketball Court
3.4		A Volleyball Court
3.5		A Snooker Room
3.6		A Table Tennis Hall
4. Access to facilities by RIM Family Members: Entry into any sports facilities of RIM is free for RIM Family Members provided they follow a planned time-table prepared and coordinated by the Sports Advisors and respective games coordinators except when:		
4.1		The facility is under maintenance and announced by a general notice.
4.2		The facility is reserved for special occasions and notified by a general notice or verbal instructions to the Sports Advisor and the Security personnel
4.3		Following restrictions shall be applied in the Soccer field:
	4.3.1	The number of games does not exceed three on Saturdays and Sundays
	4.3.2	The facilities shall not be used during or after a heavy rainfall/snowfall
5. Access to facilities by RIM Alumni Members		
5.1		Entry into any sports facilities of RIM for RIM Alumni Members shall be strictly based on advanced notice provided to the Sports Advisor and in accordance with a planned schedule of events prepared jointly between the Advisor and the respective Games

		Coordinator.
5.2		Entry regulations clauses 4.1 and 4.2 shall apply to RIM Alumni Members
6. Access to facilities by Others		
6.1		Entry into any sports facilities of RIM for Others shall be strictly upon completion of all the following formalities:
	6.1.1	The Users submit a formal request to use the facility in advance to the Sports Advisor personally or through email.
	6.1.2	The Sports Advisor confers with the respective Sports Coordinator and confirms the availability of the facility for use.
	6.1.3	Users make payment for the use of facility to the Accounts Section of RIM.
	6.1.4	Upon production of a payment receipts, Sports Advisor issues a formal notification to use facilities on specific date and time and endorsing a copy to the Security Personnel of the Institute.
6.2		Entry regulations clauses 4.1 and 4.2 shall also apply to others.
7. Use of Facilities		
7.1		All sporting activities shall be coordinated by the respective sports coordinators under the overall supervision of the Sports Advisor.
7.2		Entry of non-RIM family members into any sports facilities of the RIM shall be regulated and supervised by the security personnel in close consultation with the Sports Advisor.
7.3		All members shall book the venue of the sports at least a day in advance in consultation with the respective Sports Coordinators.
7.4		Non-RIM Family Users must bring their own sports/games outfits and other required items.
7.5		RIM trainees reserves the right to use the games facilities from 3.00 PM, Monday to Friday (working days) except for the soccer field as this facility is being shared by the

	ILCS soccer team for which a separate schedule is prepared annually by the Sports Advisor and the Soccer Coordinator.
8. User Fees for Non-RIM family members: To use the RIM sports facilities on weekends/holidays by Non-RIM Family Users, the following user fees shall be applied:	
8.1	RIM Alumni members- A Member shall pay an annual membership fee of Nu. 1000 per year in the beginning of the calendar year (within January) or a monthly membership fee of Nu. 100 per month in the beginning of each month for the maintenance of RIM sports/games facilities membership fee of Nu. 100 per month based on a registration system.
8.2	Others- Each team shall pay a user fee of Nu. 500/ per team per game for the use of Soccer Field and Nu. 50/ per team per game for the use of Basket Ball Court.
9. Conduct and Dress Code	
9.1	All RIM family members are discouraged from inviting non-RIM family members into the RIM Sports facilities except through formal process of approval granted by the RIM Sports Advisor and Committees established for this purpose.
9.2	All members and users must maintain the cleanliness of the sports facilities by not littering the facilities.
9.3	All members/users entering into any sports facility must wear trek pants/shorts, t-shirts or sport jackets, prescribed shoes such as tennis shoes in the tennis court.
10. Management & Coordination	
10.1	Sports Advisor in consultation with Sports Coordinators shall be responsible for preparing budgets for the maintenance and renovation of the games facilities of RIM for the approval of the Director.
10.2	Sports Advisor shall liaise with the Estate Manager to carryout maintenance and renovation of the facilities.
10.3	Sports Advisor shall liaise with external agencies and individuals on matters related to

		RIM sports/games activities
10.4		Sports Advisor shall keep the Director informed on all programmes and activities either in writing or verbally.
10.5		Sports Advisor in close consultation with the Trainee Coordinators shall coordinate all activities related to sports/games activities of RIM.
10.6		Respective Sports Coordinators shall be responsible for marking/painting of fields/courts.
10.7		Security Personnel of the Institute shall ensure that all users comply with the above rules and regulations.
10.8		Security Personnel of the Institute are authorized by this rule to verify the identity of all Non-RIM Family Members entering the RIM Sports Facilities and approval documents to use the facility.
11. Authority		
11.1		Sports Advisor is authorized to take actions and decisions as per the provisions of these rules.
12. Liability		
12.1		RIM shall not be responsible of for loss of, or damage to, the personal belongings of the users and visitors in the RIM sports facilities.
12.2		Any person misusing the properties or materials of RIM Sports facilities shall be required to pay for the making good of damage or loss.
13. Funding/donations		
13.1		Government supports the RIM in providing capital budgets to carryout major renovations or RIM Sport facilities.
13.2		To the extent possible, RIM must strive to meet the cost of maintenance and purchase of essential games equipments and consumables using the following sources of funds:

	13.2.1	Donations received from organizations/individuals from within and outside the country
	13.2.2	User fees collected
14. Responsibility for Review and interpretation of these rules		
14.1	The Director of Institute is responsible for the review and interpretation of these rules	
14.2	These Rules are subject to change from time to time.	
14.3	Changes to these rules shall be notified through a general notification or circular, content of which shall be incorporated into the rules annually.	
<div><div>DIRECTOR</div><div>Royal Institute of Management</div><div>Dated: 31st February 2008</div></div>		

ROYAL INSTITUTE OF MANAGEMENT
ANNEXURE 5

RULES AND REGULATIONS FOR GYMNASIUM

1. The snooker facility is intended for exclusive use of RIM family – faculty, staff, students, and immediate family members of faculty and staff – only. No visitors are allowed to access and use the facility.
2. Students should produce RIM ID card while accessing the facility. Failure to produce the RIM ID card will result in denying the access.
3. Access to the snooker facility for family members of faculty/staff will only be given if accompanied by the concerned faculty/staff and should follow the faculty and staff timing.

Opening Hours:

4. Strictly follow the following schedule for opening and closing until further notice.

Days	Timing
Monday to Friday	1600 – 1800Hrs for Students only 1800 – 2000Hrs for Faculty & Staff only
Saturday & Sunday	1000 – 1400Hrs for Students only 1400 – 1800Hrs for Faculty & Staff only

General Rules and Regulations:

5. Snooker pool in the MPH is reserved for special tournaments and you can use only the one which is located near football pitch.
6. Persons using the snooker equipments are responsible and accountable to the physical damages/destructions (a full compensation should be made at market rates).
7. Smoking, eating and drinking (except water) is prohibited in the snooker room at all times.
8. Do not speak loudly/shout inside the snooker room.
9. All users are required to follow the instructions of the security personal on duty.
10. The Institute reserves the right to amend these rules and regulations without prior notice.

Failure to comply with the above rules will result in loss of availing snooker privileges.

ROYAL INSTITUTE OF MANAGEMENT

ANNEXURE 6

RULES AND REGULATIONS FOR GYMNASIUM

1. The Gymnasium is intended for exclusive use of RIM family – faculty, staff, students, and immediate family members of faculty and staff – only. No visitors are allowed to access and use the facility.
2. Students should produce RIM ID card while accessing the facility. Failure to produce the RIM ID card will result in denying the access.
3. Access to the Gymnasium for family members of faculty/staff will only be given if accompanied by the concerned faculty/staff and should follow the faculty and staff timing.

Opening Hours:

4. The Gymnasium will follow following schedule for opening and closing until further notice.

Days	Morning Timing		Evening Timing	
Monday to Friday	0500Hrs to 0700Hrs	Open to all	1600 Hrs to 2000 Hrs	1600 – 1730Hrs for Students only 1730 – 2000Hrs for Faculty and Staff only
Saturday	0600Hrs to 0800Hrs	Open to all	1430 Hrs to 1930 Hrs	1430 – 1600Hrs for Students only 1600 – 1930Hrs for Faculty and Staff only
Sunday	Gym Closed for cleaning			

General Rules and Regulations:

5. Uses of outdoor muddy shoes are prohibited inside the Gymnasium. Running/walking on the Treadmill is not allowed without clean and proper sports shoes.
6. Persons using the equipment in the Gymnasium are responsible for their own safety.
7. Smoking, eating and drinking (except water) is prohibited in the Gymnasium at all times.
8. For the safety of all users, please refrain from preventing or interfering others' use of the equipment in the Gymnasium.

9. For the benefit of all, it is required that you return equipment to the corresponding place when finished.
10. Do not speak loudly inside the Gymnasium.
11. Please handle the equipment in the Gymnasium with care. Users are responsible for any damages to the facilities or equipment.
12. A full compensation should be made at market rates. All users are required to follow the instructions of the security personal on duty.
13. Users are responsible for their own property and safety. The Institute will not be responsible for any loss, injury or death of anyone using the facility.
14. The Institute reserves the right to amend these rules and regulations without prior notice.

Failure to comply with the above rules will result in loss of Gymnasium privileges.

ROYAL INSTITUTE OF MANAGEMENT

ANNEXURE 7

**26. COMPUTING RESOURCES, INTERNET AND MOODLE LEARNING
MANAGEMENT SYSTEM POLICY**

IT Support Services

RIM, 2018

Computing Resources and Internet policy

Royal Institute of Management is committed to conducting all institute activities in compliance with all applicable laws, regulations and institute policies. Royal Institute of Management has adopted this policy to outline the security measures required to protect electronic information and related IT facilities from unauthorized use. This IT, Computer and Internet Policy applies to all student, faculty and staff of Royal Institute of Management who have access to computers and the Internet to be used in the performance of their learning and work.

- a) RIM IT resources are shared resources available for students, faculty and staff to further educational and RIM-related activities. The personal use of RIM systems and networks should be limited in nature, scope and appropriateness.
- b) Students, faculty and staff are responsible for protecting their account credentials (user IDs and passwords). Users should not share credentials used for authentication and access to RIM systems and network verbally or in electronic or written communications. Unique credentials are provided for all students, faculty and staff to access RIM network.
- c) Students, faculty and staff are responsible for all activity involving in their respective RIM accounts and are granted privileges and responsibilities with these accounts. These privileges are not to be used to violate any Institute policy, or regulations. Access may be revoked in cases of misuse or threat to RIM systems and network.
- d) RIM official email account for each student, faculty and staff will be provided by the IT support service after joining the institute, as well as group mail ID for respective course, faculty and staff.
- e) RIM official email account for the student will get deleted after 15 days receiving the official transcripts from the institute. The RIM official email account for faculty & staff will get deleted after 30 days upon receiving relieving letter from the institute.
- f) No student may for any reason damaging, removing, disconnecting, reconnecting, or reconfiguring hardware of any computer located in the computer lab or in the offices of staff members without explicit permission from the concerned party.

Moodle Learning Management System Policy

Section 1: Course Information

This section refers to the online course syllabus and course information including objectives, student learning outcomes, and course requirements and academic integrity.

- a) RIM course need to make effective use of Moodle online.
- b) Course materials are presented using appropriate formats compatible across computer platform (pdf, ppt, doc, mp3, image, etc.).
- c) Presentations are created using clear design templates with RIM logo.
- d) Make your unit outline available on Moodle in a printer-friendly format.
- e) The unit outline should include Course Description, units, prerequisites. Instructor contact information. Instructor office hours are available.
Required and supplemental textbooks, readings list and course materials.
- f) Make sure Learning objectives are clearly stated. Grading policy is clearly stated.

Section 2: Course Design and Organization

Course Design and Organization refers to elements of instructional design in your online course. This includes: The weekly structure, instructional strategies, and the overall course set-up including any support materials you use. For example, ppt slides, reading material, tables and graphs.

- a) Make sure your course is well-organized and easy to navigate in Moodle. Your course Course structure is clear and understandable.
- b) The instructor is fully responsible for any copy right issues relating to course content published on Moodle.
- c) The content is required to be available for students two (1) week prior to the commencement of lectures.
- d) Check that the content is appropriate for student learning of course objectives.
- e) Your course schedule (calendar) is summarized in one place and clearly identifies
- f) Please check that all links used in the course are accurate and up-to-date.

Section 3: Moodle Interaction and Collaboration

Interaction and Collaboration refers to the extent to which there is student-instructor, student-student, and student-content interaction. RIM courses should integrate different ways to

interact and collaborate in the online environment. Moodle can be used to provide RIM students with the following interaction facilities:

- a) Student participation requirements/expectations are clearly stated.
- b) Instructor provides announcements/reminders on Moodle.
- c) Instructor email response time is clearly stated.
- d) Instructors provide regular feedback about student performance is provided in a timely manner (midterm exam, assignment, quiz, term exam)

Section 4: Roles and Obligations

RIM Moodle Site Administrator

The moodle site administrator is responsible for maintaining the Moodle site, including any software upgrades to allow new features on Moodle.

1. Maintain user accounts
2. Monitor Moodle software upgrades
3. Maintain the categories and courses
4. Assign teaching roles and access privilege

RIM Faculty and Teaching Staff

1. Faculty are responsible to enroll their students to their assigned courses.
2. Faculty are responsible to upload all teaching materials to Moodle including: teaching slides, electronic text book, additional readings, videos, journal articles.
3. Faculty are required to maintain their course material online as required.
4. Maintain information such as notes, notifications, announcements, assignments, quizzes, and exams.
5. Moodle account will be disconnected after one month upon resignation from RIM.

Students

1. Each term students are required to request their respective RIM course instructor to enroll into the course on Moodle.
2. Regularly be updated on course learning material including power point slides, electronic text, and articles, announcements and any other information posted on Moodle.
3. Follow on Moodle any new announcements made by their instructor.
4. Moodle account will be disconnected after one week upon completion of studies in RIM.
5. Students need to commit to the following:

- a) should not allow anyone to access their account or share their password
- b) Should never attempt to access another user account
- c) should not use their account for private use not related to RIM activities

27. LIBRARY RULES AND REGULATIONS

Regulations

Reference Books, News Papers Journals and Magazines will not be issued to any users. These are to be consulted within the library. However, back issues of the Journals can be borrowed from the library. Further, References sources can also be issued out for overnight which have to be returned next working day before 9.30 AM failing which Nu.20.00/- will be charged as overdue per day per source.

- Books will be issued to the users for maximum period of two weeks and also can be renewed for further period of two weeks if the same is not reserved by other user.

Borrowing facility

- Faculty and staff can borrow up to 10 books for one month.
- PG trainees can borrow up to 6 books for maximum period of two weeks.
- Diploma trainees can borrow up to 4 books for two weeks.
- Guest members can borrow up to 4 books for one month.
- Government reports can be issued for one week.
- CDs/DVDs/Cassettes/Video tapes on hour to hour basis.

Fine system

- An amount of Nu. 10.00/- per day per book as overdue charge, and Nu.30/- for non book material will be charged
- In case of Lost and damaged of books, latest edition of the same book will be accepted. If the same is out of print or not available in the market, latest price with 30% handling charges along with overdue charges will be accepted.
- In case of lost of Identity Card, Nu. 150/ will be charged for is- suing a duplicate Identity

card.

Clearance

The clearance certificate will not be issued to any users until and unless books are not returned or dues are not cleared by the users.

General Instructions

- Users are requested not to disarrange / disturb the books on shelves and keep the books on the table only. We go by the saying that “A book misplaced is a book lost.”
- Readers should maintain peace in the library and should not disturb other users in anyway.
- Any users carrying a mobile inside the library should keep it on silent mode or switched off while entering the library.
- Users are not allowed to create your own password while using the library computer
- Chatting, drinking and eating are not allowed in the library.
- The users are requested to keep their Bags, files and personal books on property counter.
- Users are expected to come in their proper national dress except non-nationals. Non nationals should come in formal dress.
- Please inform the library staff of any damaged materials, equipment or furniture.
- All members must abide the LRDC rules and regulations.

Issue and return

- The users may return or renew their books on or before the due date. Reserved books will not be renewed. He/she can reserve the same for further use. The library will inform the user for the availability of reserved books by the users and the same can be borrowed within 3 days.
- The library can recall material before the due date.

Lost, Damaged or mutilated items

- Readers should not deface, mark, cut, mutilate, or damage any library material in any

way. If anyone is found doing so, he/she will be charged the full replacement cost of the material and will issue LAST & FINAL WARNING in writing.

- If he/she damages other items again after getting the final warning he/she will be prohibited from borrowing from the library plus paying the full charges of the damaged item(s).

ROYAL INSTITUTE OF MANAGEMENT

ANNEXURE 9

28. GENERAL DEVELOPMENT PROGRAMME (GDP) ASSESSMENT CRITERIA

Background

The Royal Institute of Management was established in 1986 as the premier management institute in the country with the mandate to “impart, promote and improve professional knowledge and skills in the management and public administration for both the public and private sectors”.

One of the main functions of RIM is to train the RCSC selected graduates in the Post Graduate Diploma in Public Administration (PGDPA), Post Graduate Diploma in Financial Management (PGDFM) and Post Graduate Diploma in National Law (PGDNL) to meet the need of corporations and private sectors. Our graduates will become the future leaders and managers in a government the private organizations in the country.

In keeping with the crucial role that they will be playing in the development of the nation, the management felt that they should be inculcated with certain skill and knowledge to shoulder the responsibilities. The GDP is one of the initiatives introduced by the management starting 2006 onward to equip our graduates with certain leadership and managerial qualities.

Aims of the GDP:

The main aims of the GDP are as follows:

1. To take active participation in all the RIM Events and Programmes;
2. To inculcate a sense of helping or contribution to the society;
3. To develop a sense of team spirit; and
4. To take initiative, leadership roles etc.

Commencement & Implementation of GDP:

As per the directives of the management, the GDP assessment system is discussed and revised in 2017 by the trainees Coordinators of different activities, Faculty Advisors, Registrar, Estate Manager and Wardens.

The revised GDP activities and allotment of points are used as follows with effect from 2017 onward.

Sl. No.	Area of Assessment (Criteria)	Out of	Assessment Method	Who is Responsible	Assessment Definition
1.	Cultural Activities	10	TSP/TSA	Cultural Coordinator & Faculty Advisor	As per the RIM Calendar of Events & where opportunities were provided everyone to participate.
2.	Literary Activities	10	TSP/TSA	Literary Coordinator & Faculty Advisor	As per the RIM Calendar of Events. 25% for attendance for each activity
3.	Sports	20	TSP/TSA	Sport Coordinator & Faculty Advisor	As per the RIM Calendar of Events reflected tournaments only.
4.	SUPW	20	TSP/TSA	Puen Leader & Faculty Advisor	As per the RIM Calendar of Events. To be assessed based on the attendance and quality of participation.
5.	Voluntary Service initiated within or outside the Institute as a group	10	TSP/TSA	Coordinator Registrar/Estate Manager/Wardens	Submit proposal in advance for approval, Submit report upon completion. 1hr=1point
6.	Interest clubs - Group biking, - Trekking, - Camping etc	20	TSP/TSA	Registrar/Estate Manager/Wardens	1times=10points 2times=20points (trek min. of 10 km and biking min. of 30 km)
7.	Formal Leaderships	5		Director General	Elected & non elected posts - Dodum, Coordinator for Culture, Literary, Sports, Prayer, Puen leader, Class Representative, Mess

					Secretary
8.	Compulsory Attendance	5	TSP/TSA	Director General	<ul style="list-style-type: none"> - Inspiration Session & - Eminent Talk Series - Adhoc National Events
		100%			
9	Kuen-cheyNamzha	-5%	To be subtracted from 100	DG/Registrar/HOD/Warden	Any issues of student misconduct (non-academic) will result student being awarded negative 5% (2.5 marks for each instance to a maximum of 10% (5 marks) which would be deducted from the total GDP marks.

Note:

1. TSP = Total Session Participate/Present
2. TSA = Total Sessions Available, while computing total session, only the session that everyone has an opportunity to participate will be included. Exemption on duly certified medical ground will be allowed. In such cases, assessment on others will be done and computed to total 100 marks.
3. As usual, GDP to be assessed out of 100 marks and should be reflected in the student transcript but not as part of the academic unit.
4. All responsible personnel should ensure that opportunity for participation is created and assess the students immediately after the completion of the activities and records to be submitted to Registration Unit (Mr. Yeshey, Sr. Admin Asstt.) for compilation.
5. The GDP activities should not affect the regular classes.
6. Mr. Yeshey will from time to time prepare a progress report of the GDP and display on student's notice board.

ROYAL INSTITUTE OF MANAGEMENT

ANNEXURE 10

29. CONSTITUTION OF RIM ZHENPHEN TSHOGPA

Preamble

RIM ZhenphenTshogpa shall be apolitical and a perpetual body of voluntary group of trainees and function as Community Social Service group/Tshogpa of the Royal Institute of Management (RIM). The Tshogpa shall uphold the Mission, Vision, Objectives, and Goals of the Institute, the Royal Institute of Management. The sole purpose of the Tshogpa shall be to provide free and fair community services within RIM and communities within and outside Bhutan. It shall make an endeavor to benefit destitute, any needy sections of the society irrespective of their creed, caste, sex, religion and origin. The members shall be abided by Tshogpas' principles, values and the articles of this constitution. All the activities shall be arranged through highest standards of morale and ethics of its members.

In the light of the hereinabove mentioned purposes, We the members of the RIM ZhenphenTshogpa; out of free will and consent and not being coerced or cajoled by any person whosoever and in whatsoever manner do hereby ordain and adopt this document titled 'RIM ZhenphenTshogpa Terms of Reference' and pledge to accept the rights conferred and obligations imposed by its provisions suomotu on becoming the member of the Tshogpa.

Terms of Reference:

Article 1-Name of the club

The club shall be known by the name **Royal Institute of Management ZhenphenTshogpa** or in **abbreviation RIM ZhenphenTshogpa**. Tshogpa shall have its own logo and may have a dress or other identifications.

The Logo represents the self/individual possessing seven capacities/energies abbreviated as 'CLDSTAM'. These are the principles and values of the Tshogpa explained in article 3.2 'Services from Heart' represented by love sign. Once each principles are being achieved

(Which can be practiced in the forms of Tshogpas's activities and events) it simultaneously ascends or integrates with rest of the principles which energies the positive thoughts/view and practices building to form a complete energy of Love achieving its mission. From single being of self then energies the waves of true love towards family, Community, Society and the Universe understanding the true existence and creating harmony among self and others reaching the Tsogpas' vision.

Article 2-Vision, Mission and Motto of the RIM ZhenphenTshogpa

- 1) **Vision**-The vision of the RIM Zhenphen Tshogpa shall be to understand the true nature of coexistence and ultimately discover the true love within self and others.
- 2) **Mission**-The mission of the RIM Zhenphen Tshogpa shall be walking the positive thoughts to benefit self and others through community based social services.
- 3) **Motto**-The motto of the RIM Zhenphen Tshogpa shall be “services from heart”.

Article 3-Objective of the RIM Zhenphen Tshogpa

The Primary objective of the Club shall be to provide free and fair Community services to the destitute and needy section of society within RIM, other regions of Bhutan and beyond Bhutan.

- a) It shall be guided by the following seven fundamental principles/values of the Tshogpa abbreviated as CLDSTAM.
 - **C**-Compassion
 - **L**- Loving Kindness
 - **D**-Devotion
 - **S**-Sacrifice
 - **T**-Truthfulness
 - **A**-Acceptance
 - **M**-Mindfulness
- b) The activities and events of the Tshogpa shall be related, guided and within the parameters/ambit of the hereinabove mentioned principles/values.

Article 4- RIM Zhenphen Tshogpa Management Committee

The RIM Zhenphen Tshogpa Management Committee shall consist of the following seven members;

- a) Chief Advisor from Faculty/Faculty/staff and an advisor from Faculty/Faculty/staff to be nominated by the Director of RIM. The Chief Advisor shall be ex officio chairman during the meetings of the Committee. In the absence of the Chief Advisor the power to chair meetings may be delegated to the Advisor.
- b) Two RIM Zhenphen Tshogpa student Coordinators (a male and a female) elected by votes casted through secret ballot by the members of the Tshogpa.
- c) One General Secretary elected by votes casted through secret ballot by the members of the Tshogpa.
- d) One Treasurer, elected by votes casted through secret ballot by the members of the Tshogpa.
- e) One Zhenphen Tshogpa class representative nominated from amongst the Zhenphen Tshogpa Class representatives as provided within the ambit of article.

Article 5-Eligibility Criteria for a post of RIM Zhenphen Tshogpa Student Coordinator

The contestants for the post of Royal Institute of Management (RIM) Zhenphen Tshogpa student coordinator, General Secretary, class representative and treasurer shall;

- a) Be a registered member
- b) Not have repeated a course in the institute on account of not being able to clear the examinations conducted by the Institute or on account of being suspended by the Institute for undesirable behavior or conduct.
- c) Nominated for the election by the members of the Tshogpa.
- d) Posses a sense of strong will to serve the community without being prejudiced on the basis of caste, creed, sex, origin, religion etc.
- e) Adhere to obedience and commitment of any activities related to the Tshogpa guided by Tshogpa's Principles.

Article 6-Term of Office

The RIM Zhenphen Tshogpa student coordinators, Zhenphen Tshogpa class representative and the treasurer shall serve for a period of one year or until they remain in the Institute as a trainee whichever is earlier. The term of office of the RIM Zhenphen Tshogpa faculty/faculty/staff advisors shall be at the pleasure of the Director of the Royal Institute of Management.

Article 7-Termination from Office

- a) Termination of the any of the RIM Zhenphen Tshogpa Management Committee members from the Royal Institute of Management on any ground whatsoever shall ipso facto result into termination of the member from the Office of the RIM Zhenphen Tshogpa Management Committee.
- b) On deliberate and willful failure by the student members of the RIM Zhenphen Tshogpa Management Committee in carrying out its responsibilities with due diligence, the decisions of both the faculty/staff advisors of the RIM Zhenphen Tshogpa shall terminate any member from his or her office.

Article 8-Roles and Responsibilities of the RIM Zhenphen Tshogpa Management Committee members

- a) The Royal Institute of Management Zhenphen Tshogpa Management Committee shall produce annual report on the activities, financial status and future plans of the club and present to the Management of the Royal Institute of Management.
- b) The faculty/staff advisors of the RIM Zhenphen Tshogpa shall coordinate overall activities of the Tshogpa.
- c) The Student coordinators shall propose to the Faculty/staff Advisors about the activities that are in their opinion desirable to be carried out by the Tshogpa.
- d) The Faculty/staff Advisors of the RIM Zhenphen Tshogpa shall possess absolute authority to either accept or reject such proposals.
- e) The coordinators shall call, conduct and minute the meetings if any and inform the members.
- f) All the members of the RIM Zhenphen Tshogpa shall advise, support and assist in the overall management of the RIM Zhenphen Tshogpa activities and be present for all

meetings and other activities as may be required by the RIM Zhenphen Tshogpa Management Committee members.

Article 9-Membership

- a) Interested student trainees or teaching or non-teaching faculty/staffs/Faculty of the Royal Institute of Management shall be eligible for RIM Zhenphen Tshogpa membership. However, after becoming the member of they shall be subject to the provisions of this document.
- b) The members shall be formally registered after paying the membership fees as fixed and deemed necessary by the RIM ZhenphenTshogpa Management Committee.
- c) The fee so collected shall be managed in the Tshogpa's account held with RIM.

Article 10-Roles and responsibilities of the Members

- a) The members shall be duty bound to attend all the meetings of the RIM Zhenphen Tshogpa.
- b) The members shall be present for taking up all the activities unless specified.
- c) The members shall make an endeavor to be a member of the RIM Zhenphen Tshogpa for at least one year. However, members may also choose to be a member of the Royal Institute of Management Zhenphen Tshogpa until their graduate from the Institute.

Article 11-Termination of Membership

- a) The membership of any member of the RIM Zhenphen Tshogpa may be terminated by the decisions of the Faculty/staff Advisors on whatsoever ground as deemed fit by the Faculty/staff Advisors.
- b) Termination of the any of the RIM Zhenphen Tshogpa members from the Institute on any ground whatsoever shall ipso facto result into termination of the member from RIM Zhenphen Tshogpa Membership.
- c) The members may on their free will resign from the membership by submitting a written letter of resignation addressed to the Chief Advisor of the RIM Zhenphen Tshogpa Management Committee.

- d) Repeated absenting by the member from the meetings and activities of the Royal Institute of Management Zhenphen Tshogpa may result into cancellation of his or her membership by the RIM Zhenphen Tshogpa Management Committee.

Article 12-Membership after Graduation

- a) Any member of the RIM Zhenphen Tshogpa may continue to be a member of the club even after they graduate from the Institute.
- b) Such members shall be considered inactive serving member of the RIM Zhenphen Tshogpa and may or may not attend the meetings and activities of the Tshogpa.
- c) Such members shall be ambassadors of the RIM Zhenphen Tshogpa and assist the club by doing whatever is possible.
- d) Such members may upon their free will and ability make certain financial and professional contributions to the RIM Zhenphen Tshogpa.
- e) Award of certificates to such members shall be decided by the RIM Zhenphen Tshogpa Management Committee based upon their participation, contribution and affiliation with the Tshogpa.

Article 13- RIM ZhenphenTshogpa Fund Management

1. The RIM Zhenphen Tshogpa for its sustenance may make an endeavor to raise fund through various activities approved by the RIM Zhenphen Tshogpa Management Committee.
2. The RIM Zhenphen Tshogpa may raise funds through membership fees, donations from Government or Private Organizations or individuals, special guest contributions, fund raising activities etc.
3. The fund shall be deposited in welfare account of the Institute under separate heading or account maintained with any of the financial institutions in the Country.
4. The treasurer shall be responsible for managing the fund and maintaining proper book of account for internal audit by the student coordinators and faculty/staff advisors at any point of time.
5. Any withdrawal or deposition to the account by the treasurer shall be within the knowledge of all the members of the RIM Zhenphen Tshogpa management Committee.

- f) Any withdrawals made by the treasurer from the said account shall be counter checked by all the other members of the RIM Zhenphen Tshogpa Management Committee.
- g) All the vouchers, receipts, bills and any document of such a nature shall be signed by the faculty/staff advisors and the Student Coordinators.
- h) In the event of any discrepancies related to misuse of fund, all the members of the RIM ZhenphenTshogpa Management Committee shall be jointly and severally liable.

Article 14-Meetings and Quorum

The coordinators shall convene meeting of the club members as and when required suomotu or on recommendation of the Faculty/staff Advisors or on the request by majority of the members of the RIM Zhenphen Tshogpa. Major decisions must be approved by a simple majority of the members present and voting in the meeting.

Article 15-Activities of the Royal Institute of Management Zhenphen Tshogpa

Unless under unavoidable circumstances, all the activities of the RIM Zhenphen Tshogpa shall be performed during free, off office hours and weekends. The RIM Zhenphen Tshogpamay carry out its activity under following categories.

1. **Planned Activities**-The RIM Zhenphen Tshogpa may execute the activities planned and presented to the Management of the Royal Institute of Management under article 8 of this document.
2. **Ad hoc Activities**-The RIM ZhenphenTshogpa may execute ad hoc activities. The Faculty/staff Advisors of the RIM Zhenphen Tshogpa Management Committee shall have the sole authority to decide on carrying out ad hoc activities.
3. **Additional Activities**-The RIM Zhenphen Tshogpa shall be engaged in beautifying and maintaining green and clean campus at RIM by carrying out innovative activities for the same on monthly basis.
4. **RIM Zhenphen Tshogpa Day**-The RIM Zhenphen Tshogpa shall designate or decide a day in a year to celebrate and mark as the ‘RIM Zhenphen Tshogpa day’.

Article 16-Award of Certificates

The RIM Zhenphen Tshogpa Management Committee shall award certificates as a token of acknowledgement of the efforts put by its members in upholding its Motto and Objectives and also to encourage participation by the members.

Following categories of certificates may be awarded

- a) A Certificate of Membership
- b) A Certificate of Appreciation to the Office bearers
- c) A Certificate for Outstanding Contribution
- d) And other relevant certificates

The Certificates hereinabove mentioned shall be sealed with RIM and RIM Zhenphen Tshogpa seal/logo and signed the Director of the Institute/any authority above the rank of Director of the Institute and Chief Advisor of the Tshogpa.

Article 17-Eligibility Criteria for Certificates

- 1. To be eligible for the hereinabove mentioned certificates, one must be a registered member of the RIM Zhenphen Tshogpa.
- 2. The RIM Zhenphen Tshogpa Management Committee may award certificates to any individual not being a registered member of the RIM Zhenphen Tshogpa in recognition of his or her contribution to the community.
- 3. Merely being a registered member of the RIM Zhenphen Tshogpa shall not ipso facto entitle one to the hereinabove mentioned certificates. One must be an active member participating in the events of the Tshogpa for the certificates.
- 4. Decision of the RIM Tshogpa Management Committee on whether or not a member deserves any of the hereinabove mentioned certificates shall be final and binding.

Article 18-Status of the Royal Institute of Management Zhenphen Tshogpa

- 1. The RIM Zhenphen Tshogpa shall be an apolitical body.
- 2. It shall not be affiliated to any of the Political Parties of the day.
- 3. It shall not receive fund from any Political Parties formed within and outside Bhutan.

4. It shall not conduct any of its volunteer activities during the election (Parliamentary elections, Local Government Elections and Thromde elections) period. However, this provision shall not prevent the Tshogpa from conducting activities within the territorial boundary the Royal Institute of Management.

Article 19-Admendment

1. In line with the law in force for the time being in the country and regulations in force for the time being of the Royal Institute of Management, this document may be amended to incorporate necessary changes.
2. The competent authority to amend this document shall be the RIM Zhenphen Tshogpa Management Committee.
3. Accordingly it shall be the duty of the student Coordinators to inform the members of the club about the changes made.

THIS DOCUMENT IS DRAFTED BY THE TASK FORCE MEMBERS OF THE RIM ZHENPHEN TSHOGPA AT SIMTOKHA AND ADOPTED ON THIS DAY THE 22nd AUGUST 2013 by the following Members of the RIM ZhenphenTshogpa.

- 1) Ugyen Lhendup, Faculty, Chief Advisor 1
- 2) Phuntsho Rinzin, Staff Advisor 2
- 3) Sangay Wangchuk, PGDFM male Student Coordinator.
- 4) Namgay Choden , PGDFM, Female Student Coordinator 2
- 5) Chimmi Dorji , PGDNL Task force member 1 and & other TASK Force members

ROYAL INSTITUTE OF MANAGEMENT

CLEARANCE CERTIFICATE

This is to certify that there is no due against Mr./Ms. of
(Course) Batch No bearing RIM ID No..... of
the Institute.

- | | |
|----------------------------|---|
| 1. Hostel Superintendent | : |
| 2. Mess Secretary | : |
| 3. Head, DFB | : |
| 4. Head, DICT | : |
| 5. Head, DMD | : |
| 6. Manager, RIM Canteen | : |
| 7. Store In-charge | : |
| 8. Audio Visual In-charge | : |
| 9. Receptionist | : |
| 10. Library (LRDC) | : |
| 11. Electrician | : |
| 12. Asst. Finance Officer | : |
| 13. ICT hardware In-Charge | : |
| 14. Accountant RIM-Fund | : |
| 15. Estate Manager | : |

Sr. Adm. Officer

LEAVE APPLICATION FORM FOR TRAINEES

(In duplication)

To be filled by trainees:	Date :
<p>Name :</p> <p>Course :</p> <p>Duration of leave from: Hostel : From.....to</p> <p style="text-align: center;">Class : From.....to.....</p> <p>Purpose :</p> <p>Contact number:.....</p> <p>Alternative contact number :</p>	
Signature	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 100px; height: 50px; margin-bottom: 10px;"></div> <div style="text-align: center; flex-grow: 1;">Recommended</div> <div style="border: 1px solid black; width: 100px; height: 50px; margin-bottom: 10px;"></div> <div style="text-align: center; flex-grow: 1;">Not Recommended</div> </div> <p>Remarks (if any):</p>	Course Coordinator
<div style="border: 1px solid black; width: 100px; height: 50px; margin-bottom: 10px;"></div> <p>Remarks (if any) :</p>	<div style="border: 1px solid black; width: 100px; height: 50px; margin-bottom: 10px;"></div> Head of Department
<p>Copy to :</p> <ol style="list-style-type: none"> 1. Programme Assistant for record 2. Hostel Superintendent 	
<p>Note : No incumbent shall proceed on leave before the leave is approved except on emergency. Further information (on leave) is given in Academic Policy.</p>	

LEAVE APPLICATION FORM FOR TRAINEES

(In duplication)

To be filled by trainees:		Date :
Name : Course : Duration of leave from: Hostel : From.....to Class : From.....to..... Purpose : Contact number:..... Alternative contact number :		
		Signature
<input type="checkbox"/>	Recommended	<input type="checkbox"/> Not Recommended
Remarks (if any):		Course Coordinator
<input type="checkbox"/>		<input type="checkbox"/> ed
Remarks (if any) :		Head of Department
Copy to : 1. Programme Assistant for record 2. Hostel Superintendent		
Note :No incumbent shall proceed on leave before the leave is approved except on emergency. Further information (on leave) is given in Academic Policy.		

STAFF DIRECTORY

RIM DIRECTORY 2018								
PABX: 351013/351014/351255/351249/351627/351649 Fax: 351029 BOARDROOM: 120 CANTEEN:165 RECEPTION:9/146								
Name	Ext. No.	Mobile No.	Name	Ext. No.	Mobile No.	Name	Ext. No.	Mobile No.
SECRETARIAT			ESTATE & MAINTENANCE UNIT			DEPARTMENT OF FINANCE AND BUSINESS		
Director General	102/35101	17601909	Pema Thinley	151	17638154	Karma P Loday, HOD	147	17607626
Sujata Rai	144	16916390	Karma Tshering, Elect	167	77721990	Lungten Dem	207	17600818
Jamtsho	144	17663300	Pema Rinzin, Carpenter		17628069	Chonga Zangpo	198	17650164
Som Bdr	144	17520633	Damcho Wangchuk/SG		17687489	Phuntsho Wangmo	207	STUDIES
LANNING & PROGRAM DEVELOPMENT (PPD)			Dorji Phuntsho/SG		77487025	Kinley Om	199	STUDIES
Dorji Peljor	133	17628669	Phurba/SG		17874483	Namgay Dem	202	77652028
REGISTRATION AND STUDENTS AFFAIRS			Chador Tshering/SG		17944425	Singhye Wangchuk	210	17616788
Thinley Namgyal	103/351258	17681660	Kinzang Dorji/Cook		17663520	Pema Dorji	209	17600433
Tashi Phuntsho	127	17609172	K.B. Mongar/Cook		17518036	Pema Drupchen	204	17622821
Deki Lhamo	127	17513611	Maita Singh Maghi/Cook		17736517	Sonam Penjor	200	17757065
Kinley Dorji	195	77882988	Kinzang Tshering		17335925	Thinley Penjor		17597134
Yeshey	152	17807353/77807353	Chandra Bir Rai (WC)		77423226	Dema, PA	139	17654152
Karma	155	17624390	Rajendra Gurung		17663440	Karma Tshomo, PA	139	17921835
Yadhuram Pokhrel	152	17829684	Rinchen Wangmo		17633883	DEPT. OF INFORMATION & COMM.		
Chhimi Om, RA	154	17799505	Damber		17933191	Karma Nidup	186	17111109
HUMAN RESOURCE DEVELOPMENT UNIT			Kinzang		17664480	Palmo Thinley	191	17533508
Jigme Wangdi	140	17392870	Sunita Mongar		17949277	Wangdi	188/189	17655569
Tenzin Dorji	121	17691609	Netra Bdr. Chhetri		17591739	Phurba	185	17761035
GENERAL ADMINISTRATION UNIT						Ugyen Tshering	187	17642626
Tashi Wangzang	117	17607940	DEPARTMENT OF RESEARCH & CONSULTANCY			Kuenga Yangki	195	77292837
Jigme Loday	192	17513513	Jit Tshering	166	17612445	Tshering Wangchuk	192	77434433
Norbu Wangchuk	9/146	17602277	Karma Yangzom	135	17609654	PA vacant	191	
Tsheten Tshering	211	17346363/77271604	DEPARTMENT OF MANAGEMENT DEVELOPMENT					
Dorji	211	17773384/77454419	Dhanapati Mishra	172	77600657			
Pema Wangda	211	17799803	Dasho Sonam Rinche	130	17623747	HR RESOURCES & DOCUMENTATION C		
Penjor	211	77875737	Gaydhen Pelzang	169	17608042	Kesang Dechen	181	17600650
Sonam Dorji	211	17513174	Ugyen Lhendup	171	77266399	Kinley Tshomo	184	17798122
FINANCE UNIT			Mani Tshering	125	17621073	Dawa Zangmo	182	17946282
Sonam Wangmo	132	77225112	Dorji Pem	168	17848620	Ugyen Sonam	182	17862452
Hasta Maya	141	17619627	Sonam Choden B	154	17981792			
Lak man Rai	174	17663613						

TRAINEE OFFICE BEARERS LISTS 2018

Sl#	Post	Name	Course	Contact No.
1	Councilor (Female)	Miss. Kinley Choki	PGDNL	1772 1892
2	Councilor (Male)	Mr. Dorji Gyeltshen	PGDNL	1733 6900
3	Literary Coordinator	Mr. Pema Norbu	PGDPA	1774 6365
4	Cultural Coordinator (Male)	Mr. Tshering Dorji	PGDNL	1765 4510
5	Cultural Coordinator (Female)	Miss. Tandin Pemo	PGDFM	1789 7047
6	Prayer Coordinator	Mr. Phurpa Tshering	PGDPA	1762 7471
7	Games & Sport Coordinator (Female)	Miss. Sonam Dolma	PGDNL	7763 9392
8	Games & Sport Coordinator (Male)	Mr. Tshering Dorji	PGDNL	1779 7448
Puen Leaders				
9	Etho Metho puen leader (Male)	Mr. Lhakpa	PGDFM	1782 6868
10	Etho Metho puen leader (Female)	Miss. Chimi Dem	PGDFM	1797 1257
11	Upen puen leader (Male)	Mr. Jamyang Chopel	PGDPA	1763 1320
12	Upel puen leader (Female)	Miss. Sonam Zangmo	PGDPA	1784 7849
13	Jangchub puen leader (Male)	Mr. Chencho Dorji	PGDNL	1796 6231
14	Jangchub puen leader (Female)	Miss. Kesang Choden	PGDPA	1753 8213
15	Tshenden puen leader (Male)	Mr. Jigme Wangchuk	PGDPA	1797 3913
16	Tshenden puen leader (female)	Miss. Kuenzang Pelden	PGDNL	7720 9311
Class Representatives				
17	CR PGDPA (Male)	Mr. Tshering Wangda		1738 7402
18	CR PGDPA (Female)	Miss. Dorji Wangmo		1798 0304
19	CR PGDFM (Male)	Mr. Kelzang Jigme		1747 6138
20	CR PGDFM (Female)	Miss. Sonam Yangchen		1795 2092
21	CR PGDNL (Male)	Mr. Yeshey Samdrup Dorji		7761 3388
22	CR PGDNL (Female)	Miss. Kezang Uden		1749 9614
Hostel Mess Secretary for Term 1				
23	PGDPA	Mr. Sonam Dorji Tamang		1775 0237
24	PGDFM	Mr. Thinley Wangchuk		1733 0382
25	PGDNL	Mr. Kinzang Nima		1737 0681