

PERSONAL BIO-DATA

Name

Student ID no.....

Course:..... Section:.....

Year:..... Elective Subjects:.....

Date of Birth:.....

Collaborative Group:..... Club:.....

Blood Group:.....

Citizenship ID card no.:.....

Father/Mother's Name:.....

Occupations:.....

Address:.....

Telephone #..... (O)® Mobile No.....

Permanent Address:

.....

Village:

Gewog:

Dzongkhag:.....

BASIC GUIDELINES FOR PERSONAL GROWTH AND CHANGE

I am personally responsible for my own learning and growth. No one can change or make me learn unless I want to and unless I allow it.

If I want to learn and grow, I must be willing to make some form of investment of time, of energy, of self.

I must be open because openness is the key to growth. By being open, I allow existing "mind sets" to be tested by new experiences and new reflections which could lead me to new learnings, re-learnings, and un-learnings.

I must also be willing to take risks and to sacrifice if I am to learn and grow.

I can learn and grow more if I veer away from *should* and *should not's* and allow myself to just simply be: I say, I feel, I do because I should and because I am.

I must be patient when it comes to learning and growth. I must not force change to happen.

I must recognise that learning and growth is a process rather than a product or result.

No one is ever really "perfect" or "complete". What is more important is what happens to us as we move towards perfection and completeness.

Anonymous

1.0. BACKGROUND

Paro College of Education was established as a Pre-school Care Training Centre in November 1975 in the Rinpung campus with an initial enrolment of 15 student teachers. A demonstration school was also run as part of the centre where the student teachers applied their pedagogical knowledge and gained practical classroom experience. In June 1985, the centre launched a Primary Teacher Certificate (PTC) programme followed by Zhungkhag Teacher Certificate (ZTC) programme in February 1993. By then the centre was already named as Teacher Training Centre (TTC). While the PTC programme aimed to train high school graduates to teach at the primary level (PP-class 6), the ZTC programme aimed to train graduates of the then Semtokha Rigney School to teach Dzongkha in schools. A major milestone in the college's history was the launch of the Bachelor of Primary Education (B. Ed) programme in August 1999. The programme, meant for post secondary candidates, aimed to produce qualified teachers at the primary level (PP-Class 6.).

In the same year, on 18th November the new campus at Nangkha was inaugurated by Her Majesty the Queen Mother Ashi Dorji Wangmo Wangchuck. In July 2000, the erstwhile Teacher Training College was renamed as the National Institute of Education (NIE). In May 2001, the Centre for Educational Research and Development (CERD) was established with the primary aim to support, encourage and foster a culture of research and scholarship that lead to improvement in the development of education programmes and practices. In January 2003, the institute launched a Bachelor of Education (Dzongkha) programme and a Diploma in School Leadership & Management programme, both of which were offered through the distance mode. In the same year programme in Master of Education (M. Ed) in School Leadership & Management was launched. The year also saw the phasing out of the PTC and ZTC programmes. In February 2007, a Post Graduate Certificate in Education (PGCE) programme in Dzongkha was launched with the aim to train university graduates with Dzongkha backgrounds to teach at the secondary level (class 7-12). NIE, Paro was affiliated to the Royal University of Bhutan in 2003 and was later renamed Paro College of Education.

At present the college offers six different programmes – two at the postgraduate level, three at the Bachelor's level and one at the diploma level. While the Bachelor of Primary Education, Bachelor of Secondary Education, and Postgraduate Diploma in Education (Dzongkha) programmes are meant for pre-service students, the Bachelor of Education (Dzongkha), Diploma in School Leadership & Management, and Master of Education in School Leadership & Management programmes are meant for in-service students.

1.2. Location

Spread over a total campus area of 29.72 acres, Paro College of Education is located on a thickly wooded grassy slope from whose many vantage points, one can take contemplative views of the Paro valley. The campus, located at a convenient distance of 65 km from the capital city, Thimphu, has the reputation of being aesthetically and intellectually congenial to learning and growth. The college currently has **64** full-time lecturers teaching a wide variety of programme.

1.3. **Our Vision**

To Excel in Primary and *Zhungkha* teacher education, educational leadership and research by ensuring quality graduates who will be able to practically apply their skills in the field.

1.4. **Our Mission**

Paro College of Education shall:

- Prepare professionally competent, ethically sound, and progressive teachers;
- Offer teacher education programmes that are responsive to the needs and aspirations of the children and society at large;
- Be the centre for educational research and consultancy;
- Encourage and facilitate professional growth of the staff engaged in teacher education, and
- Create an organization that enhances teaching and learning.

2.0. **PROGRAMMES**

The College currently offers six different programmes, which include the one-year Post Graduate Diploma in Education (PGDE) in Dzongkha, the four-year B. Ed Secondary and B. Ed Primary, the four-year Dzongkha B. Ed distance education and both Masters and Diploma in Educational Leadership and Management. While the first three are full-time pre-service courses, the last three are offered through the distance mode to in-service teachers and other in-service candidates who work in various sectors in the Bhutanese education system.

2.1. **Bachelor of Education (Secondary)**

This programme is offered to class 12 graduates and is comprised of a wide variety of modules that focus on personal and professional development and specialisation in specific subjects of the students' choice. The programme also includes the study of current school curriculum subjects. A unique feature of the programme lies in the fact that it places equal emphasis on the learning of theory and of practice. A student teacher enrolled for the B. Ed Secondary Programme can choose, 'Arts' or 'Information Technology' (IT) subjects based on his or her performance in the class 12 examinations. The training requires that they acquire the knowledge, skills and attitudes necessary for teaching the subjects of their specialization in secondary schools. The B. Ed Secondary programme was launched in 2002. The programme was reviewed and validated by the Royal university of Bhutan on 19th November, 2008.

2.2. **Bachelor of Education (Primary)**

The B. Ed Primary programme has come across many changes since its inception in 1999. The programme concerns the development of primary teachers, who can handle classes from PP – VI with comfort and confidence and more importantly – have passion for this job.

The programme has 40 modules purely focusing on the education of PP – VI children. Attempts have been made to insert the most recent philosophies of learning and best practices into all the modules. All modules draw on recommended texts and references. The

modules have been developed and arranged to provide a good balance between theory, practice and constant connectivity with the school curricula.

All graduates from this B. Ed programme will be able to teach any class and any subject (PP – III) in the primary schools. The curriculum provides an improved trend for the B. Ed primary student teachers allowing an in-depth focus and a good foundation of primary education.

2.3. Post Graduate Diploma in Education (PGDE) in Dzongkha

This programme started in 2007 as Postgraduate Certificate in Education (PGCE) with a view to provide in-country professional courses for Dzongkha university graduates. Selection interviews for the programme are conducted sometime in September-October each year by the RCSE and the selected candidates report to the College in February when the academic session commences. The actual duration of the Programme is approximately ten months during which the student teachers learn a wide variety of courses related to personal and professional development and subjects of specialization. As the candidates normally have a fairly sound academic background the emphasis is on professional development. This Programme was upgraded and validated by the University to Postgraduate Diploma in Education (PGDE) in 2008.

2.4. Bachelor of Education (Dzongkha)

This initially started as an award bearing in-service program for primary school teachers. It was delivered through a distance-cum-residential school (during vacation) mode. It was launched in 1999 following a government policy to extend opportunities for continuing education for interested teachers. It was aimed not only to upgrade the professional knowledge and skills of these teachers but improve the principles underlying the dictum – ‘Only a lighted candle can light another’. The programme was validated on 19th November, 2008.

2.5. Master of Education (M. Ed) in Educational Leadership and Management

The Master of Education (M. Ed) in Leadership and Management programme was launched in January 2003 with the aim to train educational leaders working in school settings. This part-time postgraduate programme requires the students to complete prescribed courses of study and a research project.

2.6. Diploma in Educational Leadership and Management

The Diploma in School Management and Leadership programme was also launched in January 2003 with the aim to train educational leaders working in school settings. This part-time programme requires the students to complete prescribed courses of study over three years. It provides school leaders without a first degree to upgrade their academic qualification besides acquiring advanced leadership and management skills.

3.0 EXPECTATIONS OF RUB DEGREE GRADUATES

Programmes leading to a degree award of the Royal University of Bhutan are expected to develop the following skills in the graduates (Wheel of Academic Law, RUB):

3.1. **A grounding in a discipline or in a coherent body of knowledge.** This includes:

- an acquisition of the conceptual paradigms and frameworks relevant to the subject matter studied;
- an understanding of the major relevant theories;
- an ability to practice the appropriate methods and practical techniques;
- a suitable knowledge of the subject content.

3.2. **The possession of general academic skills** mainly derived from subject matter identified above. This includes things such as:

- critical reasoning;
- analysis and evaluation;
- the handling of evidence;
- the identification of problems and their solutions;
- conceptualization;
- synthesis;
- creativity.

3.3. **An awareness of the contexts, boundaries and limits** of the subject matter studied. This includes:

- an appreciation of the limitations and provisional nature of the knowledge acquired;
- an understanding of its relationship to other fields;
- a recognition of its ethical implications and constraints, and awareness of its social and environmental implications.

3.4. **The possession of self-motivated study skills** and the readiness to continue learning. This includes:

- the ability to study independently;
- the ability to find information independently from relevant sources, and to select appropriate ways of analysing and structuring that knowledge;
- the ability to recognise one's own ignorance;
- the possession of an enquiring mind;
- the recognition of the need to learn throughout one's life.

3.5. An understanding of and ability to undertake one's own personal development. This includes:

- self reflection and self criticism;
- intellectual maturity and judgment, autonomy;
- a readiness to understand and respond to change;
- a capacity to challenge received wisdom and the ability to instigate change.

3.7. Interpersonal skills and awareness. This includes:

- leadership;
- group working;
- sensitivity to the views of others, an awareness of how others interpret one's own behaviour, an appreciation of the influence of cultural differences on personal interactions;
- negotiation, relationship to clients;
- networking, the recognition or support of leadership.

3.8. Communication and Presentation. This includes:

- the ability to communicate in all modes appropriate to the matter studied;
- the ability to engage in debate in a professional manner;
- the ability to communicate technical knowledge to a lay audience.

3.9. Information Literacy. This includes:

- knowledge of, and ability to use information technology relevant to the subject studied, information search and retrieval;
- communication tools, word processing, etc

3.10. Personal Development and Personal Illumination. This would include:

- a sense of service;
- a sense of moral responsibility for himself or herself, for other people, for his/her community and for the country.

3.11. GNH & The Successful Graduate



4.0. GENERAL POLICY GUIDELINES FOR STUDENTS

All students enrolled for B.Ed. and PGDE programme at Paro College of Education shall observe the guidelines and procedures stated in this handbook.

4.1. Academic Timing

All the days of the week classes begins at 8.30 a.m. and ends at 4.45 p.m. except on Saturday when the classes ends at 10.30 a.m. The college has 7 periods of 1-hour duration a day with 10 minutes break after every two consecutive periods. During class hours, no student teacher is permitted to leave the campus. The student teachers, during the free periods, are expected to engage themselves in some productive activities such as independent study or work on their assignments or prepare for the class presentations. This can be done in the computer labs or in the library. Visit to the bank, post office or hospital must be done during lunch break between 12.40 p.m. to 1.40 p.m.

4.2.0 Attendance

All the student teachers are required to attend all the programs and functions organised by the college. If found absent, the student teacher concerned will have to bear a series of consequences based on the number of times missed.

4.2.1 Academic:

All the modules offered at PCE are all taught courses, so student teachers are required to attend all the classes regularly. As college student teachers are treated as adults, they are expected to take full responsibility for their actions: be it in their studies or their decision to miss classes. **Under any circumstance, a student teacher must meet a minimum requirement of 85% attendance in each module (with or without exams), failing which he/she shall automatically be disqualified from sitting in the semester examinations.** In case of modules offered through course work (without having to appear for exams), the student teachers will have to submit an assignment/project covering the missed topics as per the time duration decided by the respective module tutors.

4.2.2. Non-academic:

It is equally important that all student teachers attend all other college programme including co-curricular activities and special occasions of national importance organized by the college. There will be series of consequences for those who failed to attend the same as decided by the CMT.

4.2.3. Teaching Practice:

Teaching Practice (TP) is an important component of the teacher education program. Therefore, it is must for every student teacher to complete the TP successfully during which they are given time to practice teaching.

4.3. Leave:

For all types of outstation leave, student teachers must obtain prior approval from the **Dean, Students Affairs**. A log book for each class is maintained by the class co-ordinator which is signed by the tutor in every period. The class co-ordinator is required to submit the log book to the class advisor at the end of the day for verification. The Class Advisor then submits the absentees' report to the Dean of Student Affairs at the end of every week, who in turn, reports to the CMT.

4.4.1. Academic:

Taking leave during academic session is discouraged to the minimum. However, during emergencies permission can be sought from the Dean, Student Affairs who would grant leave of absence from the class. The Dean will then communicate 'student's absence' to the Class Advisors/Provosts. Medical leave shall be granted only on the recommendations of the medical practitioner and in consultation with respective Hostel Provosts for those who are residing as boarders. In case of day scholars, it will be done in consultation with the respective class advisors. Upon return from the leave, the student teacher is required to submit a joining report to the Dean of Student Affairs. **Unless this is done, his/her leave will not be regularized.**

4.4.2. Leave on weekends and during government holidays:

Outstation leave during weekends and holidays for student teachers staying in the hostel must obtain prior approval from the Hostel Provosts.

4.4.3. Unauthorised Absence:

Unauthorised absence shall be viewed seriously and the Dean of Student Affairs in consultation with the CMT (College Management Team), will issue a warning letter to the student teacher concerned. Moreover, the student teacher shall not be paid the stipend of the period of unauthorized leave.

5.0 MORNING ASSEMBLY

Morning assembly is one of the most important programmes of the college– it is a moment of prayer and sharing of thoughts by student teacher speakers as well as making some important announcements. It is, therefore, extremely important that all student teachers attend it. The morning assemblies are conducted on the following days:

- Mondays → Final Year + PGDE student teachers
- Tuesdays → 2nd Year + 3rd Year student teachers
- Wednesdays → 1st Year student teachers

Non-attendance is penalized by a series of consequences (e.g. deduction of a day's stipend, written warning, etc). In case of those who repeat for the third time, they will be asked to see the Director.

6.0 CO-CURRICULAR ACTIVITIES

The college also conducts a variety of other educational activities alongside the core academic programs. They are intended to provide hands-on-experiences in various fields of learning, and hence, it is mandatory that all student teachers participate. Their participation is assessed in groups such as Collaborative Groups (CG), classes, and clubs. These programmes include (i) literary activities (ii) cultural programme, (iii) games & sports (iv) Social work and (v) Departmental Events.

6.1. Literary Activities:

Inter-class/inter-departmental/inter-CG literary activities are arranged by the Literary Committee throughout the academic year.

6.2. Cultural Activities:

Cultural activities include items such as individual singing contests, group dances (traditional and modern), short skits, etc. These activities are mainly promoted through inter-class and inter-CG competitions. They are evaluated and prizes awarded for the best performers. The functions of CGs and Classes are guided and supervised by the respective CG and the Class Advisors appointed from amongst the faculty.

6.3. Games & sports:

Games and sports are integral to healthy development. It also teaches important lessons about teamwork and tenacity. The college encourages both students and faculty to participate. Ample facilities are provided including indoor games facilities. They are usually organized by the Health and Physical Education Department. Time to time, both inter-CG and inter-class competition are organized amongst both men and women. A cumulative of all CG and class wise scores are taken for deciding the CG and Class ranking and prizes are awarded accordingly at the end of the year.

6.4. Clubs:

The College offers a range of club activities for student teachers to choose based on their interests. Clubs are held every Wednesday afternoon from 2.25 p.m. to 4.35 p.m. These activities are usually organized and managed by the student teachers themselves and are supervised by Club Advisors (volunteer lecturers). Some of the club activities offered at the College in 2011 are listed below:

- i. Tarayana Club
- ii. Home Science Club
- iii. Arts Club
- iv. Music Club
- v. Mind & Mindfulness Club
- vi. Environmental Club
- vii. ICT Club
- viii. Nursery Rhymes
- ix. Drama & Art of Public Speaking

6.5. Social Work:

It is a supervised social work organized for the whole student teacher body as SUPW (*Socially Useful and Productive Work*) every Saturday morning from 10.40a.m. to 12.40 p.m. This is done to inculcate dignity of labour in student teachers and also to maintain the cleanliness of the campus. The respective CG and Class Advisors are responsible for the quality of work done and maintenance of the record for necessary evaluation by the SSU members.

6.6. Special occasions:

PCE also observes and celebrates special functions such as the PCE Foundation Day, Cultural Night, Annual Sports Day, Annual *Rimdro*, and some occasions of national importance. Full attendance is required during such activities.

7.0 MARRIAGE

Student teachers are advised not to get married during the training period. **This is clearly laid down in the agreement signed by student teachers during the initial selection interview.** This is to avoid any inconvenience that student teachers are likely to face during the course of their study.

7.1. *Pregnancies:*

Pregnancies during the training period is extremely straining for the mother, perhaps equally straining for the unborn or the newly born, and it can obviously affect one's academic work at PCE. **If any student teacher is found to be pregnant during the academic session, she will be asked to take a year off immediately.** Likewise, it is applied the same to the father of the child if he is a student teacher of the college. His presence is equally important for the welfare of the child and the mother.

8.0 PROFESSIONAL CONDUCT AND BEHAVIOUR

As practicing teachers, student teachers are expected to practice certain standards of code of ethics during the training period. They should **value certain standard of integrity and moral character, and conduct themselves in the manner that is suitable for a good teacher.** Any breach of this code of ethics and behaviour will be viewed seriously and referred to the Ethical Committee for action.

8.1. *Alcohol:*

Consumption of alcohol or any intoxicating substances, and coming drunk/intoxicated into the campus is strictly prohibited. It is ethically and morally unbecoming of a teacher. Student teachers are strongly warned that breach of such conduct can result in **expulsion from the programme.**

8.2. *Drugs:*

It is important that student teachers refrain from substance abuse or induce others to abuse drugs. Other than those drugs prescribed by an authorized medical practitioner as part of medication, anyone found indulging in drug abuse will be considered a criminal offence, which is punishable with 6 months of imprisonment by law. **It is unbecoming for an aspiring teacher to have trouble with the Law of the Land.**

8.3. *Smoking:*

Smoking is another substance that is prohibited in the college. The college compound is a **SMOKE FREE ZONE** and all student teachers must observe it at all times. Defaulters will be charged with appropriate administrative actions as per the standing norms of the college.

8.4. *Dress Code:*

Student teachers are required to observe proper dress code both within and outside the college at all times, i.e. by wearing '*gho*' and '*kira*'. **It is particularly important for student teachers to play exemplary roles in the society by being properly attired.** Nevertheless, exceptions are considered during some selected activities such as games and sports, and social work.

8.5. *Care of facilities and resources:*

The College is equipped fairly well with certain facilities and resources. It is therefore important that all student teachers take the responsibility of ensuring optimum care and use of the available facilities and services. If any student teacher causes damage to the college properties through vandalism or misuse, he/she not only has to bear the cost of replacement of the damaged property, but will also be deprived of the **use of the facilities and services thereafter.**

8.6. Theft:

Stealing is legally and morally not a right act. It is wrong to own or possess someone else's property as one's own. Any instances of thievery will be referred to the Ethical Committee and may result in expulsion of the thief from the college.

8.7. Unethical Acts:

Misuse of identity cards, impersonation, and forgery of other signatures are acts of crime and are liable for legal actions.

8.8. Insubordination:

All the student teachers are expected to uphold the highest standards of Bhutanese values including *thadamtshe* and *le jumdre*. Any form of direct confrontation with the authority including the office bearers or someone bestowed with administrative responsibility will be referred to the Ethical Committee for necessary action.

8.9. Groupism:

Groupism is a form of politics and the college is free of such politics. Avoidance of such activity is detrimental to the general health, fraternity and harmony of the college. Therefore, the college shall not accept groupism of any sort among the student teachers. Formation of such groups can result to serious consequences.

8.10. Assaultive Conduct:

It means engaging in conduct that endangers or threatens the health, safety or welfare of another person. (**Consequences:** Refer directly to the College Management Committee)

8.11. Sexual Harassment:

Sexual harassment means unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature. (**Consequences:** Refer directly to the College Management Committee)

8.12. Rape:

Rape is forced sexual intercourse, sexual assault, sexual intercourse between an adult and a minor or adult and an adult. It may be heterosexual (involving members of opposite sexes) or homosexual (involving members of the same sex). It can also include forced oral sex and other sexual acts. (**Consequences:** Refer directly to the College Management Committee)

9.0 CODE OF CONDUCT FOR STUDENT TEACHERS

This code of ethics is adopted to the end that the teaching profession may be advanced; that the dignity and honour of the profession may be upheld; its standards maintained, and its benefits extended. It makes a teacher proud of his/her profession and accepts the responsibilities it places upon him/her. Adherence to the code of ethics will promote cooperation, understanding and a sense of dedication among teachers in the kingdom. It is accepted in our Kingdom that educating the child include, among other things, nurturing and developing his/her moral, intellectual, physical, social, and spiritual capabilities. Therefore, a student teacher must inculcate:

- 9.1. **a sense of responsibility towards students that include:**
 - guiding them, through role model, self-discipline, counseling and personal examples;
 - creating an enabling learning environment for them;
 - treating them with dignity and honesty;
 - developing a trusting relationship with them;
 - protecting them from all kinds of intimidation, abuses and self-destruction.
- 9.2. **a sense of love, respect, gratitude and patriotism towards colleagues and the profession that include:**
 - building an atmosphere of trust, mutual respect and candour;
 - acting within the wider principles of cooperation and broadmindedness to enhance the status of teaching profession;
 - reflecting and sharing effective learning and teaching strategies;
 - assisting and supporting new comers to the profession.
- 9.3. **a sense of respect and service towards parents and community that include:**
 - making the students informed citizens, especially in relation to values, customs and practices that prevail in the society;
 - providing professional services which are responsive to the needs of the community;
 - developing in the members of the community a respect for laws and policies, which protect and promote the well-being of the people and nation at large;
 - building an atmosphere of mutual respect, cooperation and harmony with the parents and the community.
- 9.4. **a sense of strong commitment towards the teaching profession in:**
 - providing his/her pupils an optimum standard of learning experience;
 - applying with vigour and integrity one's knowledge and skills and continually advance these by appropriate study and inquiry;
 - maintaining allegiance and dedication to the *tsa-wa-sum* and the laws of the Kingdom;
 - using one's talents in the greater service of the King, the country and colleagues;
 - preserving the cultural and traditional characteristics of the nation;
 - the maintenance of the moral and intellectual integrity of the teaching profession;
 - promoting, through personal examples the highest standards of rightful conduct and behaviour and courteous and selfless living.
- 9.5. **a student teacher should refrain from:**

- all kinds of defilement, pursuit of vested interests and negative attitude that emanate from one's body, mind and speech that is harmful to the integrity of the nation and the dignity of the profession.

Note: *[Declared by the Fifth Annual Education Conference on the 28th of December 2001. The conference endorsed that the Education Department will investigate and take appropriate actions against any teacher if the Code of Conduct is violated].*

10.0. FACILITIES AND SERVICES

The College provides a good set of facilities as part of student services to facilitate proper learning for student teachers. Whenever asked, student teachers must produce his/her college ID card in order to avail the services of these facilities. The following are some of the facilities and services available:

10.1.0 Library and Learning Resource Centre

The College has a good stock of library and a good set of trained staff that render library services. The library is open from 8.15 a.m. to 4.50 p.m. (*tentative and can be extended further*) on all working days except on Saturdays and government holidays. The college library is centrally heated and is an ideal place for research and serious study. The college library boasts of its 18,000 plus collection of books and monographs. It also has a small collection of government documents and professional journals, school textbooks, international publications, and another small section comprising of Dzongkha literature.

10.1.1. Library Privileges

- Borrowers are required to register in the library in order to be granted the borrowing privileges. Upon registration, the staff will issue a borrower's card. Loss of a Library Card must be reported to the Circulation Desk without delay and patrons will be issued new replacement cards at the cost of Nu. 10.00 per card.
- One is allowed to borrow three items/books at a time for the duration of two weeks. The items borrowed can be renewed up to a maximum of two times. In order to get the items renewed one must bring the items to the library.
- When borrowing an item from the library, a borrower must use his/her full signature which should be similar to the one he/she has signed on his/her borrower's card.
- Before getting the book/item issued, the borrower should ensure that it is in proper condition. When you return the book/item, the library staff may reject it if some of the pages are missing, torn or mutilated.
- Not all library materials circulate, so non-circulating materials must be used in the library. No library materials are to leave the library without being signed out.
- Certain books which are in heavy demand may be placed on closed reserve for a limited period of time at the librarian's discretion or lecturer's request to provide access to all students enrolled in the specific course.
- To promote prompt return of material and optimal sharing of the library collection, library charges fines and fees for overdue, lost, and/or mutilated library materials.

10.1.2. Library Norms

- Patrons/Borrowers must keep all their personal belongings (e.g. bags, books, bottles, pens, etc) outside in the rack located to the left at the entrance.
- Borrowers may take only papers and pencils to scribble their reading notes.
- Drinking, eating, chewing, etc. are prohibited inside the library.
- There will be 0-tolerance if caught chewing *doma*, *baba*, etc and spitting in the library.
- The library is centrally heated and is a very comfortable place to study. Patrons are advised not to open any of the windows. This is to conserve heat and to avoid distractions from outside noises.
- The library will strive to provide a conducive environment for serious reading and research works. Hence, distracting activities like chatting, dating, laughing, humming etc should be avoided.
- The management of the library discourages group discussions.
- The Paro College of Education has about 900 plus enrolment but the library space has been planned and designed for only about 300 people. Hence, library space needs to be used only for professional works. Loitering, relaxing and sleeping activities should not happen in it.
- If borrowers have any suggestions for improvement of library services, they may kindly write it on a piece of paper and put it the suggestion box.
- Student teachers are all responsible adults and they are expected to handle the library items with utmost care and respect.
- Borrowers must treat other users and staff with respect and courtesy. They must avoid all kinds of disruptive behaviours.
- Borrowers must return material by due date to make available for others, and not transfer material borrowed in their name to other users.
- Present library materials, files, folders, bags and similar items in their possession for inspection by a member of library staff while leaving the library.
- Borrowers are solely responsible for the items that are issued in their name. They are refrained from loaning out library items to other people.
- The borrowers' cards are non-transferable. The borrowers are solely responsible for the safekeeping of their own cards. They will be held responsible for any item issued against your borrower's card.
- The staff may ask the student teacher to produce their Student ID card for identification to loan out books to them. Therefore, they must get their Student ID card.

10.1.3. Opening hours

Monday to Friday:	8:15 a.m. - 16.45 p.m.
Wednesday:	8:15 a.m. - 12.45 p.m. (closed for administrative work)
Saturday:	8:15 a.m. - 10.25 p.m. (closed for shelving)
Sunday & Govt. Holidays:	Closed

10.1.4. Re-shelving

Patrons should not attempt to reshelv any library materials. Patrons should return collections to the Circulation Desk for the library staff to do the re-shelving.

10.1.5. Holds/Reservations

- Any enrolled student or staff borrower can reserve an item.
- Patrons who need a book that is checked out to someone else may place a reservation request on that book.
- When the item has been returned, a notice will be sent out to the person who has requested the reservation/recall and the reserved or recalled item will be held at the Circulation Desk for 2 days after which the item will be re-shelved or checked out to the next patron who has reserved the item.
- Any user requiring material that is checked out may place a “hold” by contacting the Circulation Desk.
- The library has limited staff and will not be in a position to send notices on the overdue items at regular intervals. However, lack of overdue notices is not sufficient ground for canceling library charges.
- Material which is not returned is presumed lost, and is charged a replacement cost, plus administration charges as per rule.
- Students who do not settle their library overdue will result in suspension of borrowing privileges and exam results.

10.1.6. Over dues

Library material is due on the most recent dated stamped on the “DATE DUE” slip on each item or material issued. In case the due date falls on nonworking days the overdue fines will be charged from the next working day onwards and will accumulate each day until the materials are returned or reported missing at the Circulation Desk.

10.1.7. Lost Book Charges

Materials more than 28 days overdue are declared LOST, and the cost of replacement is charged to the borrower. A thorough search of the item is conducted before it is billed as lost.

10.1.8. Stock Arrangement

All the books in the library are shelved in call number order using the Dewey decimal classification system. Users should not attempt to reshelv any library materials. Like other library classification systems, DDC divides all knowledge into ten main classes as follows:

- 000 Generalities- General Knowledge
- 100 Philosophy & Psychology
- 200 Religion
- 300 Social Sciences
- 400 Language & Linguistics
- 500 Pure Science
- 600 Technology (Applied Sciences)
- 700 The Arts
- 800 Literature & Rhetoric
- 900 Geography & Travel, Biography

10.2.0. **Computer and Internet Services**

College has a good set of computers with internet connections maintained in three separate laboratories for student teachers' use. They are open from 5.00 a.m. to 10.00 p.m. The College has three computer labs for student teachers and also they can use their notebooks and connect to Internet via wireless access point. Wireless is accessible in and around academic blocks. To use this facility, user must get an ID/password from LAN administrator.

10.2.1. **Lab rules**

The users must adhere to the following norms to make best use of the lab resources:

- The student teachers are obliged to follow the instructions of the system administrator and lab assistant.
- If there is ICT class, all student teachers who do not take part in this have to leave the room well in advance of the lesson. Make a practice of looking at the timetable before entering the computer labs.
- not permitted to use the computers for displaying, storing or distributing matter that may offend others (e.g. pornographic or racist matter).
- not permitted to install, use or distribute illegal copies (pirate copies) of licensed software.
- not permitted to change the operational mode of the computers. The computers must remain switched on and must not be switched off unless you are instructed.
- not permitted to take away furniture and other pieces of computer equipment from the computer labs unless asked by the faculty staff.
- Smoking, eating and drinking in the computer laboratory are forbidden.
- Avoid fiddling with the computer cables and power sockets connection to computer. If you have any problem, seek assistance from IT LAN administrator during class hours and member on duty (MOD) after class hours.
- not permitted to engage in activities that will disturb other people in the computer labs such as listening to music with high volume and chatting.
- Students are not allowed to play any sorts of computer games, chat, and to download movies and music, in the computer labs.
- Only persons with access to a valid user account have admission to the computer labs.
- The password to the user account must be changed regularly. The password is to be kept secret and must not be handed over to anyone. If suspicion arises that somebody else has knowledge of one's password, one may change it immediately.
- All student teachers should come in *ghos* and *kiras* with the student identity card to use computer lab facilities.
- Student teachers who violate the above rules will be warned for the first time. The repetition of the undesirable act, the user, will not be allowed to use computer lab facilities. The serious defaulter(s) will be dealt by the college management.
- If the student teachers come across any problems with internet connectivity and working of the computers, seek assistance from the tutor concerned or the faculty members from ICT Department and LAN administrator. Student teachers can also send report or feedback to helpdesk@pce.edu.bt.

10.2.2. **Lab usage timing after class hours are as follows:**

- i. Day scholars: 5.00 p.m. to 6.00 p.m.
- ii. Women (boarders): 6.00 p.m. to 8.00 p.m.
- iii. Men (boarders): 8.00 p.m. to 10.00 p.m.

10.2.3. All computer labs will remain open from 5.00 a.m. to 10.00 p.m. for seven days a week during academic sessions.

10.3.0. Policy on Computer and Internet Service

- In order to increase its resource base and services and to provide greater access to electronic resources, the library also provides its users with computer and internet facilities. Users are requested to strictly follow the computer and internet policies for effective use of the resources and services. The Internet Policy is to ensure appropriate use of Internet resources within the library.
- Use of computer for chatting, playing games and sending of emails is not permitted.
- Respect the privacy of others by not misrepresenting oneself as another user through attempting to modify or gain access to files, passwords, or data belonging to others.
- Not make copies of copyrighted or licensed software or data.
- Not send or receive or display graphics which may reasonably be construed by library staff as offensive to the other patrons.
- The library staff may impose restrictions such as time limit on the use of library equipment.
- While respecting individual users' right to privacy, library staff reserves the right to monitor use of Internet workstations to ensure compliance with this policy.
- Staff may ask users to remove themselves from library equipment if they observe any behavior that they judge to be in conflict with this policy.
- Misuse or abuse of library computers or Internet services may result in suspension of library privileges.

10.4.0. Transport

For any educational tours, hospital visits and emergencies, the college provides transport. However, transport for recreational activities is not provided unless it is a college activity.

10.5.0. Cafeteria (College Canteen)

The College has a cafeteria within the campus for the welfare of the student teachers. It is open on all working days. A good variety of tea and snacks, and some typical dishes are available at very reasonable prices. It also arranges official parties and social events and provides a venue for the student teachers and faculty to meet and socialise outside the classroom.

10.6.0. Bookshop

For any stationery and book requirements, a bookshop is also located within the college campus. It offers required and recommended books for courses at the lowest possible prices. Photocopying, printing, scanning and laminating services are also available at the lowest charges.

10.7.0. Lecture Theatre

There are two lecture theatres at two different campuses with a seating capacity of more than 200 students in each hall. Students can organise debates, discussion, seminars and other entertainment activities regularly other than three morning assemblies.

10.8.0. Health Care

There is a well established hospital with qualified doctors and medical team within a distance of 2 km from the college. All the diagnostic tests are conducted in that hospital. In case of emergency, the transportation is being arranged by the college to reach the sick student teacher to the hospital.

10.9.0. Learning Centre

Paro college of Education as an educational institution places paramount importance in rendering additional academic support services. The college recognizes the need of academic literacy skills for the learners to grow professionally and academically. In response to the ever growing academic needs of the student teachers, the college has resolved to establish the Learning Centre (LC) through which student teachers can easily avail academic assistance. Thus, the LC was established in the Spring Semester of 2010. Presently, LC is collectively managed by the blend of efficient lecturers (including native English speakers). The detail of services provided will be given in the LC brochure, which will be updated and distributed to the student body in the beginning of every academic year.

10.10. Consultation and counseling

Every individual should be treated with respect in and around the college campus. An individual can appeal against offences imposed by another individual or group. The following groups of bodies are to be consulted and referred to any problems and issues during the college premises:

10.10.1. Matters relating to student welfare → i. Provosts for the boarders and Class Advisors for the day scholars
ii. SSU Coordinator
iii. Dean, Student Affairs

10.10.2. Matters relating to academics issues → i. Module tutors
ii. Programme Leaders
iii. Dean, Academic Affairs

11.0 MANAGEMENT AND ORGANISATION

11.1. Collaborative Grouping:

The student teacher body is equally distributed among the eight Collaborative Groups (CG), namely *Dhug, Sernya, Dungkar, Pema, Bumpa, Pelbue, Gyeltshen and Khorlo*. Equity of gender, courses and classes are taken into consideration at the time of CG division.

11.2.0. Office bearers:

11.2.1. Chief Councilors

The student body and the college faculty members elect two chief councilors to represent the student body and support in smooth functioning of the college. The two chief councilors will be coordinating the overall college administration related to the student teachers services and welfares.

11.2.2. CG Councillors

All the CG members elect two councillors and two deputy councillors having equal men-women representation for a term of one academic year. The CG councillors are responsible for the respective CG student teacher activities and render help and support to the two chief councillors in overall college administration related to the student teachers services and welfares.

11.2.2. Secretaries:

Clubs also have secretaries who are nominated by the club advisors for one academic year.

11.2.3. Custodians:

All games custodians are nominated jointly by the HPE Department and Games and Sports Committee..

11.2.4 Student In-Charges:

There are also student teachers who are in charge of various responsibilities such as pantry, health, prayer, TV room, reading room, etc. They are nominated by the respective hostel Provost in consultation with the Dean of Student Affairs.

12.0. STUDENT ASSESSMNET REGULATION (*The Revised Regulation*)

The authority for approving programmes and granting awards rests with the Academic Board. These regulations provide the structure within which students shall be assessed and whereby their assessment contributes to their award. Each university student is enrolled on a programme and is subjected to the regulations of that programme, which in turn, is subjected to the University's overall policy and regulations.

12.1. An award will be conferred upon satisfaction of the following conditions:

- the student is a registered student of the University at the time of his or her assessment and has fulfilled all financial obligations to the University;
- the students has completed a programme approved by the University as leading to the award being recommended, and
- the award has been recommended by a Board of Examiners convened, constituted and acting under regulations approved by the Academic Board;
- the students has no advance disciplinary record.

12.2. Principles and Purposes of Assessment

Assessment practices must:

- enable students to demonstrate that they have fulfilled the objectives of the course they have enrolled in and that they have achieved the required standard;
- help to reflect on the achievement and serve as useful feedback to the students by the way of informing their performance and making aware of their progress;
- be used as a matter of judgment to provide information to base the final decision rather than just computation of marks;
- be used to influence the procedure for and consequence of assessment rather than the standard of performance expected.

12.3. Modes of assessment

The Wheel of Academic Law mandates that the form and balance of assessment for each module should provide the most accurate assessment that is valid and reliable. The student's achievement must be based on the module's aims and objectives. Therefore, the courses at the CoEs are assessed using two modes: Continuous assessment and End of module examinations. They need to pass in both the components separately. All assessments of the RUB awards shall be conducted in the language of the module's instruction except where specific provision has been made and agreed by the Academic Board of the university. Alternative assessment methods may be arranged for any disabled student who is unable to be assessed by the prescribed method for any module.

- The assessment of student teachers is carried out in modular approach. Each module is considered as unique entity of the course and therefore assessed separately.
- While some of the modules are assessed purely on the course work, most of the modules have both course work and examinations. The nature of the expectations determines the method of assessment.

12.4. Continuous assessment

The continuous assessment is of a formative nature. It focuses on immediate feedback on students' learning with follow-up remediation. It is carried out as an ongoing assessment throughout the course of study. Such forms of assessment should be focused on the students' *process* of working, rather than product of their work. Some of the forms of continuous assessment (CA) practised, in vogue, are:

a. *Class Participation*

Frequency of participation and quality of expression is, to some extent, a measure of the competency of the participant. A student's participation in class activities – such as clarifying, asking questions, reacting to ideas, initiating and leading discussions, willingness to participate, etc. are observed and assessed.

b. *Class Presentation*

Individual/group presentations on micro-lessons, book/article reviews, themes, demonstrations, etc. are sometimes considered for assessment.

c. *Reaction Papers*

These are short write-ups as a follow-up to lectures the students attend. These are usually reflective in nature. Such papers are intended to demonstrate the degree of student understands as well as requirements for clarifications.

d. *Written assignments*

These are written works on additional exploration on a topic discussed in lecture, problem solving, and reference/survey based write-ups. The synthesizing skills based on such assignments are assessed.

e. *Practicals*

Some subjects demand learning by doing. The skill of information gathering and concluding thereof are assessed.

- f. *Project Works*
An extended exploration on a theme that encompasses philosophy, practice and their compatibility makes a project work. Students are provided with opportunities to explore further on topics of their interest to carry out the project which are assessed.
- g. *Dissertations*
Some subjects can be studied in-depth through a detailed analysis followed by a set of recommendations. A part of the weighting is used as continuous assessment records.

12.5. Semester Exam

Conducting examinations at the end of each semester are expected to provide for:

- a better management of student progress with more regular assessment of their progress and more opportunity to know their progress and problems;
- a closer relationship between teaching a module and its assessment;
- a more orderly management of the overall programme;
- a better delivery of teaching and clearer intellectual development;
- a more flexible programme with shorter duration with specific content.

12.6. Eligibility for sitting semester exams

- A candidate must be enrolled for the programme. The college identity card bearing the distinct student number will be used throughout their training period.
- A candidate must have 100% attendance. However, the Examination and Evaluation Committee (EEC) may relax up to a minimum of 85% with acceptable genuine reasons authenticated by supporting documents. This will be reported to the Program Board of Examiners.
- The class advisers will compile and submit the list of students who do not qualify to sit for the examinations to the Dean of Student Affairs.
- The Dean of Student Affairs will issue the admit card and register the students with the EEU who qualify to sit for the examinations, a copy of which will be sent to the Dean of Academic Affairs.
- The Coordinator EEU/Secretary of the Board of Examiners will work out the details of the organization and conduct of the semester examinations.
- Each student must fulfill the course work requirement at least a week before the commencement of the semester examinations.

12.7. Registration for Examinations

- Having fulfilled the eligibility criteria stated above, each student must register for the semester examinations through their concerned module tutors and class advisers.
- The last date of registration will be as per the decision made by the Programme Board of Examiners (PBE).
- The College Academic Committee has the ultimate authority to allow or not allow any candidate eligible on academic grounds.
- It is also mandatory that the candidates be familiar with the conduct in the examination hall including filling the exam booklet cover page correctly.

- Each candidate must take note of the timetable and prepare all the materials required including the college identity card.
- Unless otherwise barred, candidates are allowed to carry a calculator. Any other materials like mathematical tables and graph papers required will be supplied.
- Any candidate requiring to sit for the additional module examinations must contact the Examination Unit three weeks before the start of the semester examinations.

12.8. Conduct in the Exam Hall

- The candidate must report on time with all required materials. He/she may not be allowed to enter the hall after 10 minutes of the reporting time and also for those without admit card & student ID.
- If a candidate is barred from entering the hall, it will be considered as re-assessment.
- The conduct and behaviour in the examination hall is very important especially for future teachers. They are not allowed to move, eat and disturb anyone both inside and from outside the exam hall;
- Candidates should be present 15 minutes before the commencement time of an examination but should not enter the examination hall until asked to do so by the Invigilator;
- No candidate can leave the examination hall during the first hour or during the last 15 minutes of the examination. They may be allowed to leave the exam hall after the half the time of examination is over only.
- **No candidate will be admitted to the examination hall after more than half an hour of the examination time has started.**
- Candidates will not be permitted to commence writing on answer books until the Invigilator instructs them to do so, otherwise, it will be treated as a breach of examination regulations.
- Each candidate will sit at the desk indicated or allotted only for him or her.
- Candidates must keep their student ID cards visible on their desks for the purpose of checking, without undue disturbance, after the start of the examination. **Candidates must have their Exam Admission cards at all examinations, otherwise, they will not be allowed to write exams, whatever excuse may be.**
- All candidates must complete the cover sheet of the answer book properly as required. Candidates should read the instructions at the head of the question paper carefully before starting work.
- Candidates cannot use dictionaries, notes and other reference books, and even mathematical tables unless expressly approved and shall be arranged by the college in the examination hall.
- Each candidate must ensure that he/she has an adequate supply of pens, pencils, ink, etc., required for an examination. The borrowing of such materials will not be permitted during an examination.

- Approved models of personal standard scientific calculators can be used except in circumstances where their use is expressly forbidden. Programmable or text storing calculators are not permitted.
- Candidates are not permitted to bring mobile phones or any electronic equipment, other than a standard calculator, into the examination hall.
- Candidates cannot leave the examination hall temporarily unless accompanied by an Invigilator. In any event, no person may enter or leave the examination hall without the invigilator's permission.
- A candidate must not, on any pretext whatsoever speak to, or has any communication with any other candidate. If a candidate needs to ask a question or obtain an extra answer sheet, he/she should raise his/her hand and one of the invigilators will attend to him/her.
- At the end of the examination, each candidate must remain in his/her place until an invigilator has collected his/her answers book(s), the answer books have been checked, and the invigilator has announced that candidates may leave the examination hall. It is the responsibility of each candidate to ensure that his/her answer booklet(s) are handed to the invigilator. (*RUB Wheel, D2: 4.1 to 4.16, p.100-101*)
- If a candidate is found engaged in malpractice (copying, carrying written materials, helping others, getting help from others, looking at somebody's answer scripts), he/she will be asked to leave the examination hall immediately.
- Candidates must ensure that they submit their answer scripts before they leave the examination hall, and they are not allowed to take their answer scripts out of the examination hall, otherwise their answer scripts will be considered invalid and not be evaluated. They also must ensure that their student numbers are written correctly; otherwise once again their answer scripts may be considered invalid.

12.9. Absence from an Examination and Illness during an Examination

- An invigilator will come around with the examination attendance sheet to note the attendance of candidates appearing for the examination;
- If a candidate is absent from the examination, a detailed explanation must be submitted to the Programme Leader immediately, together with a medical certificate if the absence was due to illness. Details of such absences shall be reported immediately to the chairperson of the Programme Board of Examiners;
- A candidate who is absent from an examination without an acceptable excuse and proper documentation evidence will receive a zero for that examination paper
- A distressed or ill candidate may be permitted to leave the examination hall temporarily during an examination, accompanied by an invigilator, and subsequently return to complete the examination, provided the continuity and quality of supervision is not affected.

The invigilator may, following consultation with the College Head, and the Programme Leader if deemed necessary, give a time extension to such a candidate at the end of the examination equal to the period of absence, or arrange for such a candidate to complete the examination in a separate room under separate supervision.

12.10. Provisions for Candidates with Disability

The Programme Leader should arrange for additional services for disabled students during their examinations. If required, specific reasonable adjustments will be made to enable disabled students to sit examinations, including any written, practice or oral examination. Candidates that have a temporary disability during the exam time should contact the Programme Leader directly, if possible, at least seven days before their examinations commence. A candidate's request for additional provisions must be supported by a medical certificate.

12.11. Breach in Examination Regulations

- A candidate who is found to have unauthorized materials in his/her possession in the examination hall shall be deemed to be in breach of the Examination Regulations. Any written or printed materials not written on official answer books or electronic devices containing text shall be considered to be unauthorized materials;
- The unauthorized materials, together with the candidate's student identity card, shall be removed and retained by the invigilator who shall make a written report to the Chair of the College Academic Committee.
- The same procedure will be followed where a candidate or candidates is/are considered by the invigilator to have copied or to have attempted copying any material from each other;
- A candidate alleged to be in breach of the examination regulations shall be referred to the College Disciplinary Committee in advance of the relevant Program Board of examiners meeting and a report from the Disciplinary Committee shall be placed before the Board. The Disciplinary Committee's report shall make a precise recommendation to the Board;
- A candidate found to be in breach of examination regulations may have all written examinations of that semester declared void. Such candidates may be permitted to present for that semester examinations in the next round of the relevant semester examinations. (This paragraph should be read in conjunction with paragraph 6 under Section C1). (*RUB Wheel, D2: 7.1 to 7.5, p.102*)

12.12. Communication of Examination Results

- All examination results are subject to final confirmation by the college Academic Committee;
- Results are formally communicated to students, after the relevant meetings of the Programme Board of Examiners, as indicated in the annual College Academic Calendar. Students will be able to view their results online (College website) or on notice boards following each semester examinations.
- Only information regarding pass/fail results may be given by telephone. Enquirers must be able to quote the students identity number. No member of staff other than the relevant Programme Leader, module tutor or authorized staff in the College/Institute may disclose details of results to candidates.

12.13. Assessment of a Module and Progression

- To pass a module a student must obtain a minimum of 50% in aggregate. This includes both the continuous assessment and semester end examination. In addition, students

must obtain a minimum of 40% each in continuous assessment and semester end examinations.

- A student will be awarded a mark of zero for non-submission of a component of course work;
- A student who has been absent from the examination or who has performed badly due to illness or other cause acceptable to the Board of examination shall be allowed to take the examination and it shall be treated as a first assessment.
- A temporary arrangement to allow this clearance will be made in the beginning of the following semester. Otherwise, the candidate has to clear when the module is offered next – usually a year later.

12.14. Passing in Teaching Practice

- Each student teacher must pass in the Teaching Practice separately by obtaining at least 50% in aggregate.
- If a candidate fails in Teaching Practice with 49.9% and below, he/she will be allowed to repeat it at his or her expense in the next academic year. However, if he/she is unsuccessful in the second attempt, he/she will have to leave the college.
- Attendance required for the Teaching Practice is 100%. However, the Board of Examiners may consider up to a maximum of six working days in a semester on production of authentic documents for unavoidable circumstances like illness or national call.
- A student with more than six days with acceptable reasons or even a day of absence will have to complete the shortfall later before their marks are finalized.
- The candidates who fail in Teaching Practice will not be eligible for re-evaluation of Teaching Practice unless the candidates have had acquired experiences for one more year. Re-evaluation in Teaching Practice will be allowed only once.
- The mentors will award the marks and the supervising lecturer will moderate them. A joint assessment of a lesson may be arranged if needed.
- The views of other teachers involved might be solicited too. They will evaluate at least three lessons. The final mark will be based on the overall performance as deemed fit by the evaluators.
- The final mark will be submitted to the Teaching Practice Co-ordinator, who will compile and submit it to the Examination Committee.

12.15. Reassessment

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

- has failed more than 30% of the total number of modules prescribed for that semester (rounded off to the nearest whole number of modules). In such an event the student shall meet all teaching, learning and assessment requirements of the failed modules. For student under this category, attendance in lectures is mandatory.
- repeat a failed module only once. In the event a student fails a repeated module, he/she will not be eligible for reassessment.
- reassessment will be conducted one week prior to the commencement of the succeeding semester and its result declared on the first day of the semester.

- be awarded only 50% of the total mark (either course work or exam) in passing it, this being the overall pass mark.
- failing in reassessment or in more than two modules in a semester will result in repeating the semester at his/her own expense.
- may repeat a failed level only once. A candidate has to leave the course if he/she fails the level again after repeating.

12.16. Declaration of results

The only decision available to the Board of Examiners on progress and award shall be:

- to allow a student to continue in the next semester if the student has passed assessments for all modules;
- to allow a student to continue in the next semester after being reassessed and having passed the specified failed module;
- to allow a student to continue in the next semester after he/she repeats the failed reassessed module (when the modules are offered);
- to allow a student to repeat the failed modules of that semester before continuing to the next semester;
- to allow the student to withdraw from the programme, if failed after repeating the course/module(s).

12.17. Academic Dishonesty and Plagiarism

The maintenance of fair and honest conduct is an essential part of any assessment system. The University views any form of academic dishonesty as a serious offence and will deal with it accordingly. Academic dishonesty may be defined as any attempt by a student to gain an unfair advantage in any assessment. It may be demonstrated by one or more of the following:

collusion: the representation of a piece of unauthorised group work as the work of a single candidate.

commissioning: submitting an assignment done by another person as the student's own work.

duplication: the inclusion in coursework of material identical or substantially similar to material which has already been submitted for any other assessment within the University.

false declaration: making a false declaration in order to receive special consideration by an Examination Board or to obtain extensions to deadlines or exemption from work

falsification of data: presentation of data in laboratory reports, projects, etc based on work purported to have been carried out by the student, which have been invented, altered or copied by the student.

plagiarism: the unacknowledged use of another's work as if it were one's own. The work may have been retrieved from a medium – published or unpublished.

Note:

- Each student must submit all their course work with the 'Plagiarism Declaration Form'. They must be aware of the consequences of false declaration.
- Students must ensure the proper acknowledgement of the borrowings of ideas from other sources.
- Any form of plagiarism and academic dishonesty are unacceptable and will be referred to the Committee who may decide to cancel that paper and award '0' and refer to the PBE.

12.18. Accessing the results

- After the declaration of the results, the Committee (PBE) will publish the exam results in the web: www.rubexamresults.com. EEU co-ordinator should be responsible for the uploading the result online.
- The candidates can then access to their results using the 8-figure alphanumeric student number and their password from any part of the world.
- All declaration and publication of results are subject to formal ratification by the Academic Board. Any change in the decisions of the Academic Board (or AC) ratified will be formally notified to the student/s concerned.

12.19. Repeat

- When a module is repeated, both course works and examination must be repeated irrespective of the marks secured earlier in both the components.
- Where the module is repeated, the mark obtained will replace the original marks of the earlier attempts.
- A student may repeat for a failed semester only once.
- The examination for the module which is repeated will be done with the semester examinations in which he/she has failed.

12.20. Compilation of consolidated mark sheets

- The consolidated mark sheets for each graduate will be prepared at the end of the course incorporating all the modules taken during their study at the college.
- The PGDE will have all the professional subjects weighted to 50%, electives to 30% and personal studies modules to 20%.
- The five modules offered during each semester of the four-year B. Ed programme will be given equal weighting.

Year	Weighting	No. of modules
Year 1	10%	10
Year 2	20%	10
Year 3	30%	5 and TP

Year 4	40%	10
Total	100%	40

- Please note that Teaching Practice is given the equivalent weighting of five modules and therefore will include different requirements as detailed by the TP Committee.
- Students will be awarded divisions as follows:

Distinction (an outstanding performance)	80 and above
First division (very good performance)	70-79.9
Second division (good performance)	60-69.9
Third division (satisfactory performance)	50-59.9
Fail (unacceptable performance)	49.9 and below

12.21. Appeals

The College Academic Committee has the authority to make judgment on a student's ability to gain from continuing on the programme:

- Student has the right to appeal the decisions to the Programme Board of Examiners. Such appeals will be processed in accordance with the procedures detailed by the academic Board.
- Students can request for re-check of their semester end examination answer scripts. The re-check will ensure that all sections of student's responses are marked and that all marks are accounted for in the total. An administrative fee of Nu. 200/- per module will be levied.
- Academic staffs are required to submit to the Academic Appeal Committee any documentation relevant to a student's performance, including written reports from tutors, certificates of illness, or written 'warnings'. Such material will be retained on a student's file so as to provide written evidence, should an appeal arise.
- A student who opts to exercise his/her right to appeal; the decision of a Programme Board of Examiners must present such an appeal with supporting documentation to the Secretary to the Academic Appeals Committee within fourteen days of the date of promulgation of the decision appealed.
- The students appeal should be supported by a medical certificate or other acceptable documentary evidence outlining the circumstances which have given rise to the appeal.
- Students must ensure that medical certificate provides sufficient detail/information for the Academic Appeals Committee to assess the impact of the condition (s) cited.
- A student may appeal against a decision of a Programme Board of Examiners on the following grounds only:
 - That his/her performance in the assessment was adversely affected by illness or other factors which he/she was unable or for valid reasons unwilling to divulge before the Programme Board of Examiners reached its decision.
 - That the Programme Board of Examiners did not give sufficient weight to any extenuating circumstances previously notified to the College prior to the holding of the meeting of the Programme Board of Examiners.

- That the examiners were not conducted in accordance with the current regulations as prescribed by the Programme Board and as approved by the Academic Board.
 - That there was a substantial error of judgment on the part of the Examiners with the result that the assessment given was totally at variance with previous assessment and performance levels.
 - That there was a material administrative error or a material irregularity in assessment procedures which have made a real and substantial difference to the student's result.
- Each valid appeal lodged with the Secretary to the Academic Appeals Committee at OVC within fourteen days of the date of promulgation of the decision appealed shall be referred to the Academic Appeals Committee.
 - Students lodging an appeal are required to submit a nominal fee of Nu. 1,000/- (subject to periodic review) with their appeals documentation. The appeal fee is non-refundable.

12.22. Final Results and Awards

To gain an award, a student must normally be a registered student at the University for at least one academic year. The overall mark at the end of each year is the mark awarded for each module in that year weighted by the proportional size (or credit value) of that module. This can be expressed by the equation:

$$\text{Overall mark} = \frac{\text{Sum of (module mark X credit value)}}{\text{sum of the credit value of all the modules}}$$

For example, a student gains 50% in subject A (credit value 2) and 80% in B (credit value 1). His overall mark will be $(2 \times 50 + 1 \times 80) / (1 + 2) = 60\%$. This system of calculation is similar to the grade point average system but avoids the inherent statistical inaccuracies introduced in that system.

The overall mark for a student at the end of a programme should be designed to reflect his or her entire performance throughout the period of study. The final mark should be a combination of the overall mark of all the years weighted in the following manners:

- 2-year programme 30:70
- 3-year programme 20:30:50
- 4-year programme 10:20:30:40

13.0. Accommodation for the Boarders and its rules and regulations

The aim of the college is not only to promote academic excellence, but also to produce ideal citizens of the country who are with high integrity, loyal, responsible, self disciplined, compassionate, persistent and accountable. The rules and regulations have been formed keeping these values in mind. The students of the college are expected to honour and abide by the rules and regulations of the college. Failure to comply will be dealt according to the college's offences and sanctions.

As of now, the college has on its campus, two hostels for men and three for women (including self catering facilities). At present the hostels have a capacity to accommodate only 150 men and 198 women. Accommodation is provided to the student teachers based on the criteria developed by the **College Management Team (CMT)**. Management of the

hostels is coordinated by the Hostel Provosts and respective student councilors. As a resident, you are required to:

- help maintain an atmosphere of peace and safety for all the residents;
- participate in social works in the areas allotted by your respective councilors/Provost;
- cooperate with the officials to help keep the areas clean for healthy living;
- develop and maintain safe and peaceful with an atmosphere of mutual care, respect and friendship;
- report to your respective Provost or councilor, if any problems are observed by any of the occupants;
- anyone who abuses the facilities socially or physically will be subject to termination from the hostel at the first instance without stipends.

13.1. Sanctity of the Hostel

- The hostels, being a part of the college premises deserve a sacred status.
- Residents will not indulge in any illegal/unethical activities in the hostel premises.
- All the residents should be present in their respective rooms by 8.00 p.m. on all days including Sundays and government holidays.
- Student teachers working late in the library and the laboratories must sign in the register maintained in the library and computer labs.
- Silent hours will be observed after 8.00 p.m. till 6.00 a.m. to respect each others privacy, rest hours and peace of mind. Creating any form of noise causing disturbances to others is discouraged.
- The men's hostels are out of bound for women and the women's hostels are out of bound for men.
- Residents are expected to assist and support councilors and Provosts in co-ordinating all events and functions of the hostels.
- In case of sickness and absences, roommates will be responsible to inform the college authorities (councillors/provosts/health secretary).

13.2. Room Allotment and Facilities

- Room allotment for residents is done by the Hostel Management Committee.
- Maintenance and replacement of basic room facilities like bulbs, tube-lights, sockets and furniture are the responsibility of the inmates once provided by the college.
- Residents will have the right to access common recreational facilities such as TV, indoor games, reading materials, etc.
- No extra furniture from the classroom or dining hall may be taken to the room without prior permission.
- Pasting of decent posters, calendars etc. in the room must not cause any damages (avoid using glue).
- Fans and lights have to be put off and water tap to be closed when not in use.

- The room along with the furniture has to be handed over to the hostel authority at the end of the semester or year.

13.3. Maintenance and Cleanliness of the Hostels

- The residents of the hostel will take total responsibility for the cleanliness and maintenance of the hostel rooms, including corridors, common room, toilets and the surroundings;
- The residents will be individually or jointly held liable for any damages.
- There will be compulsory hostel mass cleaning twice in a month on Wednesdays. The rest of the days will be cleaned daily by the individual in turn once in a week.
- Cooking in the rooms is strictly forbidden for reasons of safety and hygiene. The hostel management will take appropriate action against those found guilty.
- The use of heavy electrical appliances in the rooms is discouraged for reasons of safety.
- Resident will bring the mess food into the hostels only for the sick with prior permission from the provosts/mess in-charge.

13.4. Hostel Security

- Residents are advised to keep valuables under lock and key.
- The movement of the residents is restricted after the silent hours (8 p.m to 6 a.m) except on genuine ground.
- All the residents and the provosts will be responsible for the overall security of the hostels. Any suspicious activities/intruders noticed within the campus should be informed to the college management immediately.
- Residents are not allowed to possess automobiles of any type for safety and disciplinary reasons.

13.5. Visitors to the Hostel

- Visitors to the hostel may be **permitted with prior permission from the Provost but no opposite sex should enter the room even if he/she is one's parents or siblings.**
- For overnight stay by visitors in the hostels should require prior permission from the respective Provost.
- Visitor must be mentally sound and not be under intoxication. S/he must not bring in any intoxicative substances (e.g. alcohol, drug, etc.) and weapons of any kind;
- The hosts concerned should be fully responsible for any misconduct/offence that may arise because of visitor.

13.6. Check-in/check-out procedure

- At the time of entry, resident will sign an inventory slip of the room facilities and its condition after joint verification by the councilors/provosts/maintenance unit.
- A resident vacating hostel permanently will get his/her room checked by the councilors/provost/maintenance unit.
- Provost and other college management team may, at any time, visit the rooms and verify equipment/materials etc. for administrative reasons.

- No resident will leave the college campus without prior permission from the college authorities.

13.7. **Parking**

Parking within the hostel areas is not allowed. However, it is considered under special circumstances (with prior approval of course).

13.8. **Stipend & Room Rents**

A student admitted to the PCE hostel is paid a monthly stipend of Nu. 1,500.00 out of which 10% rent is charged on each occupant. However, for those student teachers residing in self catering hostel will have to pay extra amount for the extra facilities provided. The amount collected goes back to the government fund.

13.9. **Student Mess**

There is a common mess for boys and girls together. It is here that the students develop the art of living together, maintain healthy relationships, respect fellow human beings and observe social etiquette. Student teachers need to observe the following decorum inside the dining hall:

- Come in formal dress.
- Dispose the waste properly in the right place.
- Approach the officials (e.g. Provosts/Mess in-charge, etc.) for any problems.
- Help maintain a maximum level of decency.

Mess Timings

Breakfast: 07.00 a.m. to 07.45 a.m.
Lunch: 12.40 p.m. to 1.40 p.m.
Dinner: 6.30 p.m. to 7.30 p.m.

On Sundays and Government Holidays

Breakfast: 07.30 a.m. to 09.00 a.m.
Lunch: 12.00 noon to 1.30 p.m.
Dinner: 6.30 p.m. to 7.30 p.m.

Mess management is out sourced. The meals are served in between the above timings only. Serving counters for the above meal opens and closes strictly according to the above times. A sum of Nu. 781/- per person/month is deducted towards food costs. This may be reviewed if necessary from time to time. A few lecturers (SSU members), chief councilors and a few selected CG councillors chaired by the Dean (Student Affairs) constitute the Mess Management Committee.

Note: *Depending on the seriousness of the offences, Provosts/councilors will have the discretionary power to take appropriate actions, which may include forwarding the case to the College Management Team (CMT).*

13.10. Prayer

All the boarder students are required to attend the prayer by taking turns, block wise. There is prayer at 6.30 p.m. all weekdays except on Saturdays. The students in the New Block can say prayers while the students in the Old Block can simultaneously have dinner.

14.0. PROVOST

There are two appointed Provosts for the college hostels (one each for the men's and women's hostels). They help maintain a congenial atmosphere and provide counseling and other supports needed by the students.

14.1.0 Roles and Responsibility of the Provost

14.1.1. Coordinate hostel affairs with Dean (Student Affairs), SSU Coordinator, and the general management of the college;

14.1.2. Visit the hostel at least thrice a week to attend the following:

- sick student teachers;
- attendance of the student teachers;
- counseling on disciplinary/personal ground;
- conduct meeting with the councilors;

14.1.3. Maintain and upgrade timely the management of the following in the hostel:

- maintenance (toilets, rooms, furniture, lightings, computer, TV, telephone, water-taps);
- sick (attend and help to reach her to the hospital in time);
- campus beautification (coordinate in planting decorative trees and flowers);
- leave (sanction weekend leave to the student teachers once in a month);
- counseling (provide and attend both personal and disciplinary problems);
- reading room (monitor timely regarding the arrivals of books, news paper and magazines);

14.1.4. Sorting and preparing the name list for the new comers in every beginning of the semester.

14.1.5. Handing and taking over of the rooms to and from every individuals twice in the semester (beginning and ending).

14.1.6. Provide timely supervision to the mess and prayers in the hostel.

15.1.0. ROLES AND RESPONSIBILITIES OF THE TWO CHIEF COUNCILLORS

The two chief Councillors play a very crucial role in the day-to-day functioning of the college that includes a wide gamut of activities, initiatives and concerns – academic, social, cultural and community. Broadly, they represent the student body of the college by:

- attending meetings, where student affairs are discussed including mess management;
- acting as a link between the college authorities and the student body;
- organizing social, cultural, and welfare related activities such as receptions, looking after the welfare of the fellow students during sickness, etc.

16.1.0. ROLES AND RESPONSIBILITIES OF THE CG COUNCILLORS

There are sixteen CG councilors (8 male + 8 female) to lead the eight different Collaborative Groups. All of them are formally elected by the student body and the faculty members of the college. Each of them represent the students of the collaborative group as a leader and execute group programmes by:

- maintaining the ethos of the collaborative group and protect the image of the college;
- guiding the members during any programmes of the collaborative group or the college;
- encouraging and leading the participation of the members in all programmes;
- supervising and assessing sanitation and hygiene of students in the hostels;
- maintaining the attendance record of the students in the hostels;
- maintaining all the records of co-curricular activities and help in the process of evaluation;
- assisting chief councilors in performing its functions in any way that they are called for.

All the eighteen councilors (2 Chief + 16 CG Councilors) must exhibit exemplary behaviour and be a role model by:

- carrying out the civic responsibilities and expecting other collaborative group members to follow suit;
- protecting the interests of the college at all cost while taking full advantage of its facilities;
- being a pro-active member of the college in following its rules and a citizen of the country in abiding by her laws;
- support the management in conducting daily activities in the college.

15. GRADUATE NIGHT:

PCE has the Graduate Night culture which celebrates the student teacher's achievements at the end of the year. It is mainly done to thank and recognize all those student teachers who have worked hard for the wellbeing of the college and its family. The list below indicates some of the recognition awarded on that night:

- The Student Teacher of the Batch.
- The Social Animator of the batch.
- The Most Remarkable Contributor to the College.
- Toppers from every Program offered in the College.

16. Glossary

RUB → Royal University of Bhutan

PCE → Paro College of Education

CMT → College Management Team

AWL	→ Academic Wheel of Law
B. Ed	→ Bachelor of Education
PGDE	→ Postgraduate Diploma in Education
M. Ed	→ Master in Education
EEU	→ Examination and Evaluation Unit
PBE	→ Programme Board of Examiners
DSA	→ Dean of Student Affairs
DAA	→ Dean of Academic Affairs
APU	→ Academic Programme Unit
SSU	→ Student Service Unit
PL	→ Programme Leader
CG	→ Collaborative Group
HPE	→ Health and Physical Education
DRIL	→ Dean of Research and International Linkage
PCS	→ Primary Curriculum Studies

