



**Rules and Regulations  
For  
Technical Training Institutes and Institutes  
for Zorig Chusum**

**Vocational Education and Training Division**

**Department of Human Resources**

**Ministry of Labour and Human resources**

## FOREWORD

In commemorating the 60<sup>th</sup> Birth Anniversary of His Majesty the Fourth Druk Gyalpo, the Department of Human Resources under Ministry of Labour and Human Resources would like to bring out Rules and Regulations for Technical Training Institutes and Institute for Zorig Chu Sum. These rules and regulations have been developed from the existing Rules and Regulations of the institutes, with objective to generalize the rules and regulations in all the institutes under the department.

Since the establishment of training institutes, there was no established Rules & Regulations that could be practiced uniformly throughout the eight training institutes.

For smooth functioning of the Institutes and to facilitate an enabling environment to the trainees, the following rules and guidelines have been therefore formulated for observance by the trainees.

The Rules and Regulations will discuss the discipline policies of the institute in detail and also summarizes those policies, showing the areas of jurisdiction and the levels of offense and penalty. The major focus in this document is on the procedures of the Institute rules and discipline committee.

Whenever a trainee is charged with non-academic misconduct, a disciplinary conference will be scheduled with the concern authority. Any trainee charged with misconduct is urged to consult with discipline committee to be informed of the procedures that will be followed and to receive assistance accordingly.

The department hopes that this Rules and Regulations will provide clarity on discipline of trainees both inside and outside the campus.

For coming out with this important document, I would like to congratulate Mr. Wangchuk (Offtg. CPO). Ms. Yeshey Choden, Ms. Thaye Choden Dorji and all Principals and faculties of Technical Training Institute and Institute for Zorig Chusum.

Tashi Delek

Kinley Wangdi

Director

# INSTITUTE RULES AND REGULATIONS

## General Policy

The Institute places a very high emphasis on discipline of trainees both inside and outside the campus. A trainee shall have to conform to a high standard of discipline and conduct himself/herself within and outside the institute in a manner befitting the trainee of an institution of national importance. S/he shall have seriousness of purpose and shall, in every way train himself/herself to personally become a successful citizen in such a manner so as to benefit the society at large. They must not do anything either inside or outside the institute that will interfere with its orderly governance, discipline and image.

The institute wishes to instill virtues of honesty, integrity, cooperation, sense of responsibility and cleanliness among the trainees, inside the institute as well as outside. The institute maintains absolute discipline and trainees violating this are liable for severe penalty including expulsion.

All institute administrative officials, faculty, and staff who are authorized to enforce the rules and policies of the institute, are expected to report any violations thereof to the appropriate in-charges, authorities, and will be given full support for institute-related disciplinary actions they may take, on or off campus.

All institute personnel are urged to be both firm and fair in taking disciplinary action and to do so in consultation with respective in-charges to avoid illegal and unfair actions.

The relevant authority might initiate amendments to the rules, offences and punishment as and when deemed necessary.

*The trainee must read the rules and regulations carefully so as to make themselves completely familiar with them. **The ignorance of rules shall not be an excuse for any breach hereafter.***

# Table of contents

## Contents

1. GENERAL RULES:	4
2. HOSTEL RULES	6
3. DINING AND MESS RULES	7
4. COMMUNITY SERVICE	8
5. GAMES & SPORTS RULES	8
6. RECREATION RULES	9
7. LEAVE RULES	9
8. PRAYER RULES	10

## **1. GENERAL RULES:**

- 1.1 On admission to any course, every trainee submits himself/herself to disciplinary jurisdiction of the management of the institute, the in-charge and other officials of the institute who may be vested with the authority to exercise discipline under this Rules and Regulations.
- 1.2 Trainees are required to pay the following fees each academic year;
  - a) Token Fee - Nu. 50/-
  - b) Institute Development Fund - Nu. 200/-
  - c) Caution Money - Nu. 500/- (refundable at the end of the course if not used).
- 1.3 All trainees are expected to observe proper decorum to enhance the image of the institute and to instill Dignity of Labour, hence, follow the institute dress code besides upholding the Bhutanese tradition and culture.
- 1.4 Trainees shall observe all safety precautions in accordance to the Occupational Health and Safety Rules and Regulations. The institute will not be responsible for any accident, of whatever nature, in the institute, hostel, workshop, play ground and during industrial attachment or educational tour/trip. For such incidents due to non-compliance to safety rules.
- 1.5 It is compulsory for all the trainees to attend institutional and national functions /activities organized by the institute or any other agencies whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.
- 1.6 Each trainee shall conduct herself/himself, both within and outside the campus of the institute in a manner befitting a trainee of an institute. Trainees shall show due respect and courtesy to all the staff and fellow trainees in the institute and to the visitors.
- 1.7 The trainees are advised to see regularly the notices displayed on the Institute/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the trainees.
- 1.8 After the vacation, leave, OJT, the trainees are required to report to the Institute on the stipulated date and time. Genuineness of reasons for those reporting late shall require to be authenticated by evidences.
- 1.9 Failure to report on time will result in paying a fine of Nu. 100 per day up to the maximum of one week after which the enrollment for the particular academic session will be cancelled. The amount collected through the

respective departments will be deposited in the Institute Development Welfare Fund (IDWF) account. Trainees are not allowed to leave the Institute without the prior approval of the authority concerned.

- 1.10 Trainees are strictly forbidden from organizing or attending any unauthorized meeting in the institute, or collecting money for any purpose without the prior written permission of the Head of the institute.
- 1.11 Any trainee found to behave abnormally on accounts of medical, psychological or any other reasons, will be handed over to parent/guardian for treatment. S/he will be accepted to continue the training only through production of medical certificate and through the written assurance of their parent/guardian confirming that s/he has been treated.
- 1.12 All the trainees are encouraged to take part in the co-curricular activities for wholesome development.
- 1.13 Possessing expensive clothes, jewelries and electronic equipment are highly discouraged. No responsibility will be accepted by the institute for any loss or damage to the personal articles.
- 1.14 Trainees must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/ hostel room, workshop/lab, etc. Trainees must help to keep the institute neat and clean and also preserve environment and maintain the campus.
- 1.15 Trainees should not combine various dress modes and project themselves in a bizarre manner (for instance, wearing of pants underneath the gho/kira or wearing jackets over gho/kira, etc).
- 1.16 Use of mobile phones, music players and any other communication device is strictly prohibited during class/workshop hours and gatherings.
- 1.17 Writing derogatory remarks and posting illegal matters in the compound, tearing or removing official notes from the notice boards is strictly forbidden.
- 1.18 Defacing the walls or institute property will be viewed seriously.
- 1.19 Using chalkboards and projectors in absence of the instructors/teachers and writing comments on the whiteboard/green board/blackboard are not permitted.
- 1.20 If trainees are asked by staff to help them for any work at their residence, permission should be sought from the Warden/Matron.
- 1.21 Trainees are not allowed to drive any sort of institute vehicle except for training purpose.

- 1.22 Female trainees are required to maintain an acceptable length of hair to prevent from possible risk of accident during the practical training.
- 1.23 Male trainees will maintain short hair to portray presentable outlook.
- 1.24 Attempting to suicide is a serious offence. The matter will be directly reported to RBP and their parents/guardians will be informed accordingly.
- 1.25 Trainees are prohibited to take part in political activity or any activity which is detrimental to the dignity of the institute.
- 1.26 Trainees should not be involved in anti-social activities, such as; instigation, forming of groups, vandalism, prowling, etc.
- 1.27 Loud talking, use of abusive language, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
- 1.28 Trainees are not allowed to consume intoxicating substances (tobacco, cigarette, drugs, betel nut substances and alcohol, etc).
- 1.29 Ragging/briefing by senior trainees in any form inside or outside the campus is strictly prohibited.
- 1.30 Trespassing into campus through fence will be viewed seriously.
- 1.31 Swimming in the river, fishing and hunting animals are not allowed.
- 1.32 Unsocial activities of any sorts inside or outside the campus is a serious offence.
- 1.33 Married trainees should not bring in their family interference into the institute.
- 1.34 Trainees involved in the extra marital affairs shall be either suspended or terminated based on the seriousness of the case.
- 1.35 Trainees should not get involved in marital affairs with faculty and staff of the institute.
- 1.36 Trainees are forbidden from possessing any kind of weapons or dangerous items that may be capable to be used as weapons.

## **2. HOSTEL RULES**

- 2.1 Trainees are required to take care of their hostel and furniture in their respective charges. Sanitary and plumbing installation premises should be sanitized regularly to avoid contamination and health hazards.
- 2.2 Trainees are not allowed to change their rooms and beds on their own.
- 2.3 Trainees are not allowed to make any modifications to the initial designs and electrical installations/fittings for reasons of safety and possible damages.
- 2.4 Cooking in the hostel is strictly prohibited.

- 2.5 Request for maintenance services in the hostels must be routed through the councilors and warden or matron.
- 2.6 Trainees are prohibited from visiting hostels of the opposite sex.
- 2.7 Food and tea are not permitted in the hostel. Meals for sick trainee will be allowed with the approval of the Infirmary in-charge.
- 2.8 Any trainee who is suffering from contagious disease has to inform the warden/matron immediately.
- 2.9 Trainees must report to their hostel/respective beds by 09:00pm.
- 2.10 All lights must be switched off by 9:30pm and maintain silence.
- 2.11 Pasting, hanging of indecent posters or displays on the hostel walls is not allowed.
- 2.12 Trainees are not allowed to entertain or accommodate any guests in the hostel.
- 2.13 Gambling activity of any kind is strictly prohibited.
- 2.14 Trainees who are absent from the hostel without permission will be penalized accordingly.
- 2.15 As and when necessary only or depending on the exigencies, the Principal, Vice Principal or designated authority has the right to enter any room or get opened any room in absence of the occupant.
- 2.16 Trainees shall not organize any party, any religious activity or any act which involves gathering of trainees.
- 2.17 Attendants for sick trainee in the hostel will not be permitted unless he/she is seriously sick.
- 2.18 Entertaining vendors inside the hostel is strictly prohibited.
- 2.19 Pet animals of any kind are not allowed to be kept in the hostel rooms.
- 2.20 Flower pots will not be allowed to be kept on the window sills and on top of the balcony railings.
- 2.21 Trainees are not allowed to do any practical related works in the hostel.
- 2.22 Hanging of cloths on the windows and verandah will not be allowed.

### **3. DINING AND MESS RULES**

- 3.1 All trainees are required to dine in the dining Hall.
- 3.2 Trainees are required to clean their own table and arrange the benches/chair after every meal.
- 3.3 Waste should be collected and disposed off in the waste bins.

- 3.4 There will not be any separate arrangement of meals for individual trainee based on their dietary restrictions.
- 3.5 The Mess In-charge/Councilor must be informed in advance if any trainee wishes to entertain his/her guests with food from the mess.
- 3.6 Trainees are not encouraged to waste food and result in shortage for colleagues arriving late.
- 3.7 Meal timings must be observed strictly as per rosters.
- 3.8 Only cooks, mess councilors, mess in-charge and authorized persons are allowed entry into the kitchen.
- 3.9 Trainees are required to come in uniform during week days and decent dress during weekends for meals.
- 3.10 Trainees should bring their own plates and cups for meals. Sharing of plates and cups will not be allowed.

#### **4. COMMUNITY SERVICE**

- 4.1 Trainees are required to attend to any form of social work initiated by the institute as and when required.
- 4.2 Trainees are required to attend community service, irrespective of seniority in every respect as per the directions of the Warden/Matron/Councilors. Councilors will be responsible for monitoring the attendance and timely execution of works.
- 4.3 Trainees will not be allowed to take any form of leave during the social work period except those with genuine reasons and approval.
- 4.4 Respective House Masters/In-charges will co-ordinate and monitor the social work as per the agreed targets or work plan.

#### **5. GAMES & SPORTS RULES**

- 5.1 Appropriate sports dress must be worn for the relevant games & sports.
- 5.2 Trainees participating in the tournaments and matches should be punctual.
- 5.3 Those participating in the games & sports must demonstrate their sportsmanship spirit. Should a team loose, the members should learn to do so with dignity and pride.

- 5.4 Any sports items/equipment/dress/ issued to the players for use during the tournaments must be returned through the respective councilors or games coordinators.
- 5.5 Trainees are encouraged to take care of the sports facilities and equipment.
- 5.6 Participation in games and sports should not be used as an excuse for missing from prayer and normal activities unless injured and officially approved.
- 5.7 To uphold the prestige of the institute, trainees are not expected to pass any indirect offensive comments to the players and audiences.

## **6. RECREATION RULES**

- 6.1 Trainees are required to be in proper dress during the event.
- 6.2 Programmes are meant for the institute family members only unless informed otherwise.
- 6.3 All trainees should be present at the venue ten minutes before the actual starting time of programme. Attendance will be taken by the councilors, if found absent appropriate action will be taken as deemed fit.
- 6.4 Making detrimental, vulgar or personal comments during the cultural programme is strictly forbidden.
- 6.5 In case of outdoor recreation activities, great care shall be taken to avoid forest fire, environmental and cultural damage.

## **7. LEAVE RULES**

- 7.1 Trainees are not allowed to take any kind of leave unless they have genuine personal problems.
- 7.2 Should they require exiting the campus for short period of time during class hour, permission should be sought from the concerned instructor and Instructor on Duty (IOD).
- 7.3 For leave duration amounting to overnight stay or more, leave must be applied in advance and get it approved from the relevant authority. Leave will be approved only if authentic and convincing justifications and evidences are produced (e.g letter from parents/family members/relatives, etc).

- 7.4 Absenteeism without prior permission from the concerned authorities is a serious offense.
- 7.5 Trainees who are not able to attend class and workshop owing to sickness should report to councilor who in turn will report to the Warden/Matron and HoD/loD.
- 7.6 Medical leaves will be granted only to those trainees whose cases are genuine and have the necessary recommendations from Doctors. However, if the medical leave exceeds one month, s/he will be declared unfit and would be asked to drop from the semester/batch/year and repeat accordingly.
- 7.7 Visitors will not be allowed to take the trainees out of the class/workshop/worksite without seeking permission from the instructor concerned/HoD/loD.
- 7.8 Trainees are required to maintain their medical records for future reference.

## **8. PRAYER RULES**

- 8.1 The recitations of prayers are coordinated by the prayer councilor and supervised by the instructor on duty who will also countersign on the attendance register.
- 8.2 All the trainees are required to attend prayer sessions.
- 8.3 The prayer is held every day during week days except Saturdays and holidays. However, the evening prayer is conducted on Sunday and holidays preceding the working days.
- 8.4 It is compulsory for all the trainees to wear Kabney and Rachu before entering the prayer hall.

## OFFENSES AND PENALTIES

Clause No.	Offences	First time	Second time	Third time	Remarks
1.5	Failure to attend the functions	Social work for 3 hours	Social work for 6 hours	Reminder with 6 hours social work	Repetition of offence after 3 <sup>rd</sup> time will lead to suspension for 2 weeks
1.6	Trainees not respecting the staff and fellow trainees	First reminder with counseling	Second Reminder and social work for 6 hours	Suspend for 2 weeks	
1.10	Organizing and attending unauthorized meeting	First reminder and 3 days social work for organizers. First reminder and 1 day social work for attendees.	Second reminder and 1 week social work for organizers. Second reminder and 3 days social work for attendees.	Last reminder with two weeks suspension for organizers. Last reminder and 1 week social work for attendees.	
1.14	Keeping water taps running and lights/ fans on in the hostel when not required.	Fine Nu. 25 per room from the room occupants.	Fine Nu. 50 per room from the room occupants.	Fine Nu. 75 per room from the room occupants.	Occupants of each level of flat will be fined for keeping the lights on and water tap running in the corridor and toilets. (Fine will increase progressively)
1.16	<b>Leaving institute without permission</b>				
1.16a	During class/workshop hour	Counseling and workshop cleaning for 1 week	1 week social work daily 1 hour	First reminder and 1 week social work 2 hours daily.	Repeated offence will be suspended for two weeks.
1.16b	During off hours/off days	Toilet cleaning for 1 week – 1 block	Toilet cleaning for 2 weeks – 2 blocks	Forfeit boardership without stipend	
1.17	Using mobile phones during class/workshop and official	First reminder	Confiscate the mobile till vacation	Seize the mobile	

	gatherings				
1.18	Writing derogatory remarks, posting illegal matters, tearing or removing official notes	First reminder 1 day social work	Second reminder 3 days social work	Last reminder with suspension for two weeks.	
1.19	Defacing wall or institute properties.	Rectify the defaced area. If the culprits are not caught or revealed, the whole group will be held responsible.			
1.27	Anti-social activities; instigation, groupism, hooliganism, vandalism, prowling etc.	Last reminder with 1 week social work.	Suspension for one semester	Expulsion	Social work will be decided by the Discipline Committee. Trainees might be handed over to Police (RBP) depending on the seriousness of an offence.
1.27a	Stealing public properties and from fellow mates	First reminder and recovery of items with 6 hours social work	Second reminder, recovery of items and suspension for two weeks	Termination and recovery of items	To be handed over to police(RBP)depending on the seriousness of the case.
1.27b	Fighting, brawl and battery	Depending on the severity of the case, the discipline committee will take appropriate action through issue of series of reminders, counseling and punishments. They will be handed over to Police if the case is of serious nature.			
1.28	Use of abusive language, loitering or congregating, being a source of annoyance and distraction	Verbal reminder	First reminder with 3 hours social work	Second reminder with 6 hours social work	Repeated offence : Last reminder and suspension for 2 weeks
1.29	Consuming intoxicating substances				
1.29a	Alcohol	Second reminder with 6 hours social work	Last reminder with one month suspension	Expulsion	
1.29b	Tobacco products	Verbal reminder and social work for 3 hours	First reminder with 6 hours social work.	Last reminder with two weeks suspension	Repeated offence after last warning will lead to expulsion

1.29c	Drugs (natural and industrial)	Last reminder with two weeks suspension	Hand over to RBP. Will be terminated if charge sheeted. Last chance will be given if not charge sheeted.	Expulsion	
1.30	Ragging/briefing	Suspend for one semester	Expulsion		
1.31	Trespassing into campus through fence	Verbal reminder with 1 hour social work	First reminder with 6 hours social work	Second reminder with 12 hours social work	Repeated offence : Last reminder with two weeks suspension
<b>1.33</b>	<b>Unsocial Activities</b>				
1.33a	Exhibiting open relationship in the public place	First reminder	Second reminder, public apology and 1 week social work for 1 hour each.	Last reminder and 1 month social work for 1 hour each.	
1.33b	Dating: affairs in unhealthy relationship.	First reminder and counseling	Last reminder, public apology and 1 week social work for 1 hour each.	Suspension for two weeks.	
1.33b	Couple sleeping together or caught in compromising position	Last reminder with suspension for two weeks and 1 week social work for 1 hour each.	Suspension for one semester. CBT group to be demoted to two batches behind.	Expulsion	Inform / call parents on each offence
1.34	Bringing in their family interference in the institute.	Verbal reminder	Suspension		
1.36	Staff – trainees affairs	Verbal warning to the trainee and disciplinary action against staff	Last warning to the trainee and disciplinary action against staff as per BCSR	Termination of trainees and surrender the staff.	
1.37	Possessing weapons with an intention of harming others	Seize the weapons	Second warning, seize the weapons	Last warning and suspend for two	May handover to Police if they possess

	(Dragger, Knuckle etc.)			weeks	dangerous weapons.
2.2	Changing their beds and rooms on their own	Verbal reminder and retribute to same room	First reminder with toilet cleaning	Forfeit boarder ship without stipend	
2.3	Making modifications in the rooms	Last reminder and bear the cost of repair work	Suspension and bear the cost of repair work	-	
2.4	Cooking in the hostel	Cooking utensils will be seized.	First reminder and utensils will be seized.	Last reminder and utensils will be seized.	Repeat : seize and suspend for 2 weeks
2.6	Visiting hostels of opposite sex	Last reminder, forfeit boarder ship without stipend	Suspension for two weeks	Termination	This is to be applied in conjunction with clause 1.27 (Prowling)
2.9	Not reporting to hostel by 9.00PM	Verbal reminder	Verbal reminder with 3 hours social work	First reminder with 6 hours social work.	Repeat : Forfeit boarder-ship without stipend
2.13	Gambling activities in the hostel/campus	Verbal reminder and gambling items will be seized	Verbal reminder with 3 hours social work and gambling items will be seized	First reminder with 6 hours social work and gambling items will be seized	
2.14	Missing from the hostel	Last reminder with 6 hours social work	Forfeiture of day scholarship without stipend	-	
2.16	Organizing party and religious activity without permission	First reminder. 6 hours social work.	Last reminder. 12 hours social work.	Suspend for two weeks	
2.21	Doing practical related work in the hostel	First reminder and seize the items	Second reminder and social work for 12 hours	Last reminder and forfeit boarder ship without stipend	
4.00	Not attending community service	Work for double the duration of that working hour. Repeated offence would invite progressive hours of punishment			
5.00	Not participating in the games and sports	Social work during the games period	Social work during the games period	Social work during the games period	
6.00	Whistling, howling, and making detrimental comments during the	2 hours social work for everybody if the	4 hours social work for everybody if	1 day social work for everybody if	Social work will be on off hours/days.

	cultural program and in the hostel.	culprit is not caught/revealed. 1 day social work for the culprit.	culprit is not caught/revealed. 1 week social work for culprit.	culprit is not caught/revealed. Two weeks suspension for culprit.	
7.4	Leaving institute without permission	Refer to Clause 1.16			
8.00	Missing the prayer	Prostate 100 times and offer 1KG Dalda	Offer 2Kg Dalda and prostate 200 times.	Offer 3Kgs Dalda and prostate 300 times.	Offering of Dalda will increase progressively for repeated offence.

### Note:

- Notify parents/guardians for any misconduct and emergency.
- If a trainee who has been already punished for violating rules earlier and breaches again but not the same offence, the next higher level of punishment will come into effect.
- Repeating the offence after issuing Last reminder/warning and suspension will result in direct termination or suspension for one year depending on the seriousness of an offence.
- Misconducts will be highlighted in the Character Certificate.
- Social work as a punishment will be carried out during class hours only unless it is specified in the table above.
- Any trainee issued with warning or suspended will have to make an apology during assembly for their misconduct.
- The discipline committee shall have the full authority to decide on the punishment as deemed fit for any offences/crimes not listed in the table above.
- If a trainee is apprehended by Police for crime and charge sheeted to court, he/she will be terminated from the institute. They may be given another opportunity if they are not charge sheeted.