



Apollo Bhutan Institute of Nursing

STUDENT RULES AND REGULATIONS HANDBOOK | 2022

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RULES AND REGULATIONS

In the pursuit of gross national happiness through the preservation and promotion of our culture, to instill values such as discipline, integrity, good conduct, a sense of responsibility, and respect for each other, and to live and learn in a conducive, peaceful, and harmonious environment, the following rules and regulations have been framed: All students are expected to abide by these rules and regulations. Violation of any of the Rules and Regulations will be viewed seriously and will be subject to disciplinary action as deemed fit.

1) GENERAL RULES

1.1. Minor

A student shall:

- 1.1.1 Abide by the Institute's rules and regulation that are framed by the Institute and amended from time to time according to the need of the Institute.
- 1.1.2 Present themselves in neat and proper uniform in the classroom, library and in the corridors at all times.
- 1.1.3 Be directly responsible to the ward in-charges, technical coordinators and clinical/field supervisors during their clinical and field attachments/postings.
- 1.1.4 Maintain Silence in the classroom, library and in the corridors at all times.
- 1.1.5 Maintain regular attendance as well as punctuality in classroom, clinical and community posting etc.
- 1.1.6 Participate actively in all institutional activities, other activities (National) as well and must be present in assembly.
- 1.1.7 Attend to all duties assigned to them.
- 1.1.8 Not entertain any visitors or friends during class time or duty hours.
- 1.1.9 Not use mobile phones during classes, duty hours and other official functions.
- 1.1.10 Not eat in class.

1.2. Major

The following shall be deemed as major offences. Violating the rules will be dealt with disciplinary action according to the discretion of the institute authorities and if necessary, dismissal from the institute may be considered depending upon the seriousness of the violation.

A Student shall:

- 1.2.1. Maintain ethical and professional standards and behavior both in and outside the institute, hospital and community premises.
- 1.2.2. Not engage in deliberate harm to others or causing damage/destruction of Institute properties. Any damage or loss, knowingly or unknowingly done, of assets of the institute has to be compensated by the person found guilty.
- 1.2.3. Not involve in any activities such as gambling, stealing, smoking, drinking and use or possession of any intoxicants/ psychotropic substances.
- 1.2.4. Not involve in any religious intolerance, propagation and instigation of any nature causing communal disharmony.
- 1.2.5. Not involve in the formation of groups or organizing meetings for ulterior motives.
- 1.2.6. Not possess any kind of weapons/tools that could be used to inflict deliberate harm to others.
- 1.2.7. Not misbehave (disrespect, bullying, ragging, eve-teasing) with the staff, fellow students and other people both within and outside the Institute.
- 1.2.8. Not involve in clandestine affairs leading to untoward outcomes during the course of the training period.
- 1.2.9 Call their parent or guardians to meet the disciplinary committee as and when called for.

2) ACCOMODATION RULES

2.1. Minor

A student shall:

- 2.1.1. Take full responsibility in using and taking care of the hostel facilities. (Conserving water and electricity, not moving furniture from one room to another without prior permission and following the cleaning roster strictly).
- 2.1.2. Always keep their rooms and surroundings clean and tidy.
- 2.1.3. Use only authorized entry and exit route.
- 2.1.4. Respect the peace of others by not using or making loud noises.
- 2.1.5. Not keep pets in the accommodation.
- 2.1.6. Follow proper disposal of sanitary napkins (girls).
- 2.1.7. Follow the garbage disposal timing provided by the municipal corporation.
- 2.1.8. Be present for cleaning of the rooms and surroundings unless on duty.
- 2.1.9. Not use nails, paste posters or write on the walls and furniture.

2.2 Major

The following shall be deemed as major offences:

- 2.2.1. Not entertain any guests in the rooms.
- 2.2.2. Not entertain any of their colleagues of opposite sex in the rooms.
- 2.2.3. Being absent from room without prior permission after the stated hours.
- 2.2.4. Possession and or use of psychotropic substances including alcohol.

3) CLINICAL DUTY RULES

3.1. Minor

During clinical postings, students' must:

- 3.1.1 Introduce yourself (first time) and greet the doctors, in-charge and other senior staffs on duty every time.
- 3.1.2 Report to the unit in-charge/ staff on duty while going to duty and back.
- 3.1.3 Obtain consent from the patient for examination and care. Attend/treat all patients without any discrimination.
- 3.1.4 Ensure the presence of a female attendant during any procedure on a female patient.
- 3.1.5 Carry pocket articles as prescribed by the institute during clinical postings.
- 3.1.6 Follow dress code and proper grooming for clinical postings as prescribed by the institute.
- 3.1.7 Inform the unit in-charge/ Staff on duty whenever you leave the duty room.
- 3.1.8 Engage in continuous learning activities while in clinical settings (Refer charts, SOPs etc.)
- 3.1.9 Not engage in activities such as idle talk, gossip, listening to music, using gadgets.
- 3.1.10 Not change duty roster on their own. Should any changes be made, student shall inform the unit in-charge/ staff on duty/

3.2. Major

A student shall:

- 3.2.1. Maintain strict confidentiality of patient's information.
- 3.2.2. Respect and consider patient's autonomy during duty of care.
- 3.2.3. Avoid any kind of medical negligence and shall be fully responsible for it.

- 3.2.4. Ensure the safety of clients, self and others.
- 3.2.5. Refrain from performing any techniques or procedures for which the students has not been adequately trained.
- 3.2.6. Not use any alcoholic beverages or any psychotropic substances in academic and clinical settings that may impair judgement and cause harm to others.
- 3.2.7. Collaborate with academic and clinical preceptors in every manner to ensure the highest quality of patient care.
- 3.2.8. Abide by the regulations and protocols of the respective clinical settings, departments and the hospitals/BHUs where they are posted.
- 3.2.9. Must fulfil 95% attendance in clinical duties. If not fulfilled, the student will have to do extra duties to make up for the lost hours.

NB: For the students who are in clinical duties and doesn't get government or faculty declared ad hoc holiday will get their will get their entitled holiday on some other days depending upon the convenience of the ward/unit/department.

4) LEAVE RULES

4.1 Students are provided with one month summer and one month winter vacation. Therefore, by rule

A student shall:

- 4.1.1. Not be eligible for any kind of leave during (Puja, Rimdro, and Wedding etc.) their academic period except in the following situations as deemed genuine by the relevant authority: (clinical 5 days and class days: 10 days)
- 4.1.2. Student can participate in any extra-curricular activities within country / outside Bhutan for a maximum period of 10 days. However, students are required to fulfil all the clinical requirements (95%) and class attendance.
- 4.1.3. Be entitled of bereavement leave (one week) for immediate family members (parents, spouse, siblings, and children if any).
- 4.1.4. Produce evidence of prescription/admission/discharge from the Doctor (maximum of 10 days) of a student is in need to get leave from the institute or clinical posting for an emergency or any other appointment.
- 4.1.5. Put an application for any kind of leave to respective Programme Leader (Nursing and Midwifery). Overnight leave from hostel may be granted by the provosts if deemed necessary.

NB: Students must fulfil all the clinical attendance (95%) and class attendance (90%) in order to be eligible to appear for semester examination. Students with inadequate attendance (clinical and class) should make up for lost attendance (make up duty and extra classes).

TERMS OF REFERENCE (ToR) DISCIPLINARY COMMITTEE

The Disciplinary Committee shall comprise of following members:

- 1) Disciplinary committee chairperson- 1
- 2) Faculty members- 2
- 3) Student representatives- 2
- 4) Representatives from clinical department (clinical matter)

Quorum

The committee shall meet upon fulfilling a quorum of 3/4th of the members.

Complaint management

1. The Committee members shall decide on matters relating to the student's discipline.
2. All complaints must be routed through the respective program leader/Provosts.
3. Only written complaints addressed to Chairperson of Disciplinary Committee will be entertained.
4. The committee shall meet, discuss and pass a decision on the issue within one week of the receipt of the application.
5. The decision of the committee shall be made by consensus based on the nature of the violations of rules and regulation.
6. The decision of the committee shall be final and binding.
7. The decision/action taken shall be recorded and intimated in writing to the concerned student and his/her guardian/parents.
8. Students not satisfied with the decision of the committee may appeal to the Disciplinary committee, KGUMSB within one week from the issuance of decision of the committee.
9. The Committee shall review and revise the rules and regulations as and when deemed necessary.

DISCIPLINARY ACTIONS

For violation of any Minor rules:

1. Verbal warning shall be served for a first-time offence.
2. Written warning shall be issued for a second time offense or violations of two or more minor rules and noted in the student's record book/ Student Information Management System (SIMS).
3. A Last warning notice shall be issued for repeated offence after written warning has been issued. Or violation of two or more minor rules in a single incident.
4. Unauthorized items will be confiscated.
5. Deduct the money from security deposit in order to compensate or replace for any damages caused to the faculty, properties or individuals.
6. Student absent in assembly or any other extracurricular activities shall be fine Nu 100/= or made to perform social work or extra duties. If absent more than three times or more then will be deemed as a violation of a major rule.
7. Students must to obtain clearance from the institute at the time of the graduation, if not Programme Leader must have the Authority to hold back Transcripts or certificate.
8. Student absent from clinical duty without prior information will do 1: 4 make up duty in the same ward before semester examination.
9. Student absent from clinical duty with prior information will do 1: 1 make up duty in the same ward before semester examination.

For Violation of any Major rules:

1. A Last Warning Notice will be issued for first offence of any major rule(s).
2. Repeated offence will lead to withholding of the Examination Results/Certificate, suspension or termination from the course depending on the decision of the Disciplinary Committee.

NB: Offences that are not covered above, but if deemed serious in nature shall be dealt accordingly as per the discretion of the Disciplinary Committee.

PENALTIES

If a student decides to leave the Course in between, he/she is liable to compensate 10% of the remaining course fee. In case the student fails to pay the compensation, his/her documents shall be detained until the payment is made.

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