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RULES AND REGULATIONS FOR PUBLIC TVET INSTITUTIONS

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development

First Issue: October, 2015
Revised: December, 2025

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Acronyms and Abbreviations

BCSR	Bhutan Civil Service Rules and Regulations
IRR	Institute Rules and Regulations
BIL	Bhutan Insurance Limited
DWPSD	Department of Workforce Planning and Skills Development
MoESD	Ministry of Education and Skills Development
OHS	Occupational Health and Safety
OJT	On-the-Job Training
PPE	Personal Protective Equipment
RCSC	Royal Civil Service Commission
RUB	Royal University of Bhutan
TVET	Technical and Vocational Education and Training
TVET MIS	TVET Management Information System (TVET-MIS)

Foreword

Technical and Vocational Education and Training play a pivotal role in developing a competent, skilled, and productive workforce essential for national socio-economic development. Recognising this critical importance, the Institute Rules and Regulations (IRR) for Public TVET Institutions have been formulated to establish a uniform, transparent, and disciplined framework across all public TVET institutes.

These Institute Rules and Regulations are intended to guide trainees, trainers, and staff in cultivating ethics, integrity, professionalism, discipline, and respect for institutional values, while also promoting Bhutanese culture and traditions. The document serves not only as a regulatory framework but also as a guiding instrument to support trainees, trainers, and staff in their holistic skills development.

With the expansion and diversification of TVET programmes, it has become imperative to standardise institutional practices to ensure consistency in management, discipline, and conduct. This document consolidates and harmonises existing institutional practices, clearly outlining acceptable behaviour, responsibilities, offences, and penalties. It seeks to strike a balance between maintaining strict discipline and fostering a supportive, learner-centred environment that encourages growth and accountability.

The successful implementation of these Institute Rules and Regulations requires the collective commitment of trainees, faculty, non-teaching staff, and institute management. All stakeholders are expected to uphold the principles enshrined in this document and contribute to maintaining a safe, orderly, and conducive learning environment. Adherence to these IRR will help strengthen the credibility, dignity, and public image of TVET institutes, while preparing everyone to become skilled professionals and responsible citizens who contribute meaningfully to national development.



Phub Rinzin
Director General

Acknowledgement

The Department of Workforce Planning and Skills Development (DWPSD), MoESD, acknowledges the valuable contribution of the following participants in the review and development of the Institute Rules and Regulations (IRR). Their expertise, insights, and collaborative efforts have been instrumental in ensuring that the IRR is comprehensive, practical, and aligned with institutional and national standards:

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The Department expresses its sincere appreciation to all participants for their time, guidance, and commitment to strengthening management, discipline, and operational excellence within Public TVET Institutes.

Introduction

Technical and Vocational Education and Training (TVET) institutions and the Institute of Zorig Chusum (IZC) are established with the mandate to equip learners with industry-relevant skills, practical competencies, and appropriate work ethics required for employment, entrepreneurship, and lifelong learning. In addition to technical proficiency, TVET institutions are responsible for nurturing discipline, responsibility, teamwork, and respect for social and institutional norms.

This IRR provides a comprehensive framework governing trainee conduct, institutional discipline, and day-to-day operations within TTIs and IZCs. It applies to all trainees enrolled in TVET programmes and covers academic and non-academic aspects of institutional life, including campus conduct, hostel living, dining, community service, games and sports, recreation, leave, and prayer. The IRR is designed to ensure a safe, respectful, and productive learning environment where everyone can focus on skill development and personal growth. Clear guidelines on rights, responsibilities, offenses, and penalties help promote fairness, accountability, and transparency in disciplinary processes. These provisions also aim to prevent misconduct, minimize conflicts, and protect the welfare of trainees, trainers, and staff.

Furthermore, this document aligns with national TVET reforms and institutional governance standards, reinforcing the importance of discipline as a foundation for quality skills training. Trainees and staff must familiarize themselves thoroughly with these IRR and comply with them at all times. Ignorance of the provisions under the IRR shall not be accepted as a justification for any violation. The effective observance of these IRR will contribute significantly to the creation of competent and disciplined trainees and staff in upholding the values and aspirations of the TVET system.

Chapter 1: Preliminary

1.1. Title and Commencement:

- 1.1.1. This document shall be titled as the “Rules and Regulations for Public TVET Institutions.”
- 1.1.2. These rules and regulations shall come into effect from February 2026.

1.2. Scope & Application:

- 1.2.1. These IRR shall apply to all public TVET institutions under the RGoB offering certificate, diploma, and other nationally recognized TVET programmes.
- 1.2.2. The IRR shall govern the planning, delivery, management, quality assurance, and administration of TVET programmes conducted by public TVET training institutions.
- 1.2.3. These IRR shall be applicable to all trainees and staff engaged in or associated with the delivery and management of public TVET programmes.
- 1.2.4. The provisions herein shall apply to all regular, special, project-based, donor-funded, and partnership programmes, including industry-linked training, short-term courses, upskilling and reskilling programmes, and national initiatives implemented through public TVET institutions.
- 1.2.5. In the event of any inconsistency between these IRR and existing Acts, policies, or directives of the RGoB, the provisions of the relevant Acts and national policies shall prevail.
- 1.2.6. These IRR shall be read in conjunction with applicable national education policies, Bhutan Qualifications Framework (BQF), Bhutan Civil Service Rules and Regulations (BCSR), and other relevant directives issued by the ministry or competent authority.

1.3. Amendments and Interpretation:

- 1.3.1. This document shall be reviewed by the DWPSD every three years.
- 1.3.2. The authority to amend, revise, or update this document rests solely with the DWPSD. The interpretation by DWPSD shall be final and binding.

- 1.3.3. Any amendments made to this document shall be formally endorsed by DWPSD and communicated to all concerned institutes and stakeholders in writing before implementation.

1.4. Objective & Purpose:

- 1.4.1. Promote consistent discipline and standard conduct across all Public TVET Institutions.
- 1.4.2. Foster a safe, respectful, and supportive learning and living environment for all trainees and staff.
- 1.4.3. Instill values such as honesty, integrity, responsibility, cooperation, and respect for Bhutanese culture and traditions.
- 1.4.4. Define acceptable behavior, offenses, and corresponding penalties clearly to ensure fairness, transparency, and accountability.
- 1.4.5. Encourage the holistic development of the trainees through active participation in academic, co-curricular, and community service activities.
- 1.4.6. Establish uniform rules, procedures, and standards to govern the administration, management, and delivery of TVET programmes across all public TVET institutions.
- 1.4.7. Ensure the consistent delivery of high-quality, industry-relevant, and learner-centered TVET programmes aligned with the BQF, national skills priorities, and labour market needs.
- 1.4.8. Clearly define the roles, responsibilities, and accountabilities of institutional leadership, trainers/instructors, non-teaching staff, and trainees to ensure effective institutional functioning.
- 1.4.9. Support transparent, efficient, and accountable management of public TVET institutions.
- 1.4.10. Promote equitable access to TVET programmes for all eligible learners, ensuring inclusivity, gender equity, and learner protection.
- 1.4.11. Encourage collaboration with industry, employers, and other stakeholders to maintain programme relevance and responsiveness to workforce demands.

- 1.4.12. Align TVET delivery with Bhutan’s national development priorities, economic diversification strategies, and the creation of a skilled and employable workforce to support sustainable growth.
- 1.4.13. Provide clear guidance on compliance, enforcement, and accountability mechanisms within the institutions.

Chapter 2. Roles & Responsibilities:

2.1. Management of the Institute:

Management of the institute shall:

- 2.1.1. Provide overall leadership, strategic direction, and governance in accordance with national and institutional objectives.
- 2.1.2. Ensure effective delivery of training programs, curriculum implementation, assessment, and certification in compliance with the National Assessment and Certification System for TVET in Bhutan.
- 2.1.3. Establish and ensure quality assurance, monitoring, evaluation, and compliance mechanisms as prescribed by relevant authorities.
- 2.1.4. Supervise and manage trainers, administrative staff, and support staff, and promote professionalism, discipline, capacity development, and ethical conduct.
- 2.1.5. Ensure proper planning, utilization, and accountability of financial, physical, and institutional resources in accordance with government rules and regulations.
- 2.1.6. Ensure transparent and fair trainee admission, assessment, discipline, welfare, safety, and grievance redressal mechanisms.
- 2.1.7. Establish industry linkages, partnerships, and stakeholder coordination to support training relevance, industrial attachment, and employability.
- 2.1.8. Promote innovation, entrepreneurship, incubation, and continuous institutional improvement.
- 2.1.9. Represent the institute in official forums as deemed necessary.

- 2.1.10. Uphold and ensure transparency, integrity, and accountability.
- 2.1.11. Establish various committees for the smooth management of the institute.

2.2. Trainers:

Trainers shall:

- 2.2.1. Report and be accountable to their respective Head of Department and Management.
- 2.2.2. Comply with all institute rules, policies, circulars, and directives issued by the institute and relevant authorities.
- 2.2.3. Familiarize with the IRR
- 2.2.4. Orient trainees on the institute rules, code of conduct, safety regulations, and disciplinary procedures at the commencement of training.
- 2.2.5. Enforce IRR on trainees for compliance.
- 2.2.6. Act as role models by demonstrating discipline, punctuality, professionalism, and ethical conduct.
- 2.2.7. Apply IRR fairly and impartially without favoritism, discrimination, or abuse of authority.
- 2.2.8. Ensure strict adherence to institute safety rules, occupational health standards, and emergency procedures.
- 2.2.9. Maintain confidentiality requirements and ethical standards.
- 2.2.10. Cooperate with institute's committees or authorities and provide factual information when required.
- 2.2.11. Arrange relevant trainer substitution during their leave of absence from the institute.
- 2.2.12. Take up additional responsibilities assigned by the supervisor as deemed necessary.
- 2.2.13. If fails to follow the administrative action as per BCSR will be applied.

2.3. Non-teaching Staff

Non-teaching staff shall:

- 2.3.1. Comply with the IRR, policies, circulars, and directives issued by the institute and competent authorities.
- 2.3.2. Familiarize with applicable IRR, codes of conduct, safety regulations, and administrative procedures and adhere to them at all times.
- 2.3.3. Carry out lawful instructions issued by institute management and authorized officials in accordance with established rules and procedures.
- 2.3.4. Maintain confidentiality of official information, records, and documents in accordance with IRR and applicable laws.
- 2.3.5. Arrange substitution during their absence from the institute.
- 2.3.6. Take up additional official tasks assigned by the supervisor.
- 2.3.7. If fails to follow the administrative action as per BCSR will be applied.

2.4. Trainees:

Trainees shall:

- 2.4.1. Comply with all IRR, policies, notices, and directives issued by the institute and competent authorities.
- 2.4.2. Familiarize yourself with the institute's rules and regulations, code of conduct, and disciplinary procedures.
- 2.4.3. Maintain discipline, decorum, and ethical conduct within the institute premises and during all institute-related activities.
- 2.4.4. Adhere strictly to attendance requirements and be punctual for all training sessions and institute activities.
- 2.4.5. Submit a no-due certificate before leaving the institute due to termination, withdrawal and completion of training.

- 2.4.6. Not deface institute properties in any forms.
- 2.4.7. Not be allowed to use personal vehicle(s) during the training period.
- 2.4.8. Not possess any restricted items and substances as per BNCA or other relevant law.
- 2.4.9. Refrain from swimming and fishing in the nearby river.
- 2.4.10. Regularly see the notices displayed on the Institute/hostel notice boards.

Chapter 3: Code of Conduct

3.1. Trainees' Code of Conduct

Trainees shall:

- 3.1.1. Practice values of *driglam namzha* (ཐྲིག་ལམ་རྣམ་གཞག་), and *tha damtsig & ley judre* at all times
- 3.1.2. Conduct herself/himself in a manner befitting a trainee of an institute.
- 3.1.3. Show due respect and courtesy to all the staff, fellow trainees and visitors.
- 3.1.4. NOT organize or attend any unauthorized meeting in the institute.
- 3.1.5. NOT collect money for any purpose without the prior written approval of the head of the institute.
- 3.1.6. NOT commit verbal abuse, foul language, insults, physical or psychological threats or intimidation to peers or staff.
- 3.1.7. NOT steal any assets belonging to others or the institute.
- 3.1.8. NOT indulge in indecent behavior, gambling, quarrelling, fighting, bullying, ragging within or outside the institute campus.
- 3.1.9. NOT engage in any form of extortion or blackmail that is detrimental to residents, guests, superior officers, subordinate officers, or colleagues.

- 3.1.10. Comply with the instructions of the office bearers at all times.
- 3.1.11. NOT indulge in unauthorized use of Institute facilities or premises.
- 3.1.12. Refrain from engaging in personal or intimate relationships

3.2. Trainers' Code of Conduct

In addition to upholding the Civil Service Core Values and Code of Conduct outlined in the Bhutan Civil Service Rules and Regulations, trainers are also required to observe and adhere to the specific Code of Conduct prescribed in this IRR. This ensures that trainers not only maintain the ethical and professional standards expected of civil servants but also align their conduct with the institutional values, policies, and professional norms governing the training environment.

Trainer shall:

- 3.2.1. Serve as a role model by maintaining a neat appearance, taking pride in manual work, promoting the dignity of labour, and respecting traditional and cultural values.
- 3.2.2. Act as a guide by helping trainees discover and develop potential through understanding, compassion, and genuine concern for their well-being.
- 3.2.3. Be creative and innovative in engaging learning activities that stimulate trainees' interest.
- 3.2.4. Respect trainees' views and feelings, treat them humanely, and provide constructive justification when their views are incorrect to build confidence.
- 3.2.5. Maintain punctuality at all times as a reflection of professionalism and sincerity.
- 3.2.6. Avoid over-intimacy and over-familiarity with trainees to prevent partiality, malpractice, and loss of professional integrity.
- 3.2.7. NOT be allowed business transactions with trainees and limit all interactions strictly to professional responsibilities.
- 3.2.8. Respect colleagues' views and suggestions by demonstrating tolerance, professionalism, and openness to new ideas.

- 3.2.9. Work with team spirit and cooperation to achieve institutional and training goals through collective effort.
- 3.2.10. NOT indulge in groupism and internal politics that jeopardize the harmony within the institute.
- 3.2.11. NOT misuse the assigned responsibilities and must discharge all duties with accountability, reliability, and integrity.
- 3.2.12. NOT allowed to manhandle colleagues and trainees; to address conflicts calmly, respectfully, and professionally.
- 3.2.13. Act as adviser and guide in the community by serving as role models and promoting positive social values.
- 3.2.14. Be polite, courteous, and approachable to build trust and encourage active parental participation.
- 3.2.15. NOT indulge in local politics and remain apolitical at all times.

3.3. Non-teaching Staff Code of Conduct

In addition to upholding the Civil Service Core Values and Code of Conduct outlined in the Bhutan Civil Service Rules and Regulations, staff members are also required to observe and adhere to the specific Code of Conduct prescribed in this IRR. This ensures that staff members not only maintain the ethical and professional standards expected of civil servants but also align their conduct with the institutional values, policies, and professional norms governing the training environment.

Non-teaching staff shall:

- 3.3.1. Maintain a professional appearance, demonstrate pride in manual work, promote the dignity of labour, and respect cultural values.
- 3.3.2. Provide supportive guidance to trainees within ethical boundaries while avoiding personal involvement or transactions.
- 3.3.3. Uphold professional boundaries with trainees, colleagues, and stakeholders to prevent conflicts of interest.

- 3.3.4. NOT resort to physical punishment, ensuring that any disciplinary action is appropriate, proportional, and constructive.
- 3.3.5. Communicate courteously and effectively with colleagues, clients, and trainees.
- 3.3.6. Cooperate with colleagues to maintain a healthy, collaborative working environment.
- 3.3.7. Provide assistance, resources, and encouragement to help colleagues achieve institutional goals.
- 3.3.8. Share relevant resources and align workflows to ensure efficient administrative operations.
- 3.3.9. NOT indulge in groupism, factionalism, and internal politics to maintain institutional unity.
- 3.3.10. Discharge all official duties with commitment, integrity, and accountability.
- 3.3.11. Resolve conflicts without physical force or intimidation, applying measured and proportional responses appropriate to the situation.
- 3.3.12. Actively engage in community development initiatives and foster collaborative relationships.
- 3.3.13. NOT indulge in local politics and remain apolitical at all times.
- 3.3.14. Contribute actively to the holistic development of the local community and society at large.
- 3.3.15. Avoid over-intimacy with trainees to prevent partiality, malpractice, and loss of professional integrity.
- 3.3.16. NOT allowed to manhandle colleagues, and trainees to address conflicts calmly, respectfully, and professionally.

Chapter 4: General Rules

The general rules of the institute are established to maintain discipline, order, and fairness within the academic community, and all trainees and staff are required to adhere to them. Compliance with these rules ensures a safe, productive, and equitable environment while fostering accountability, cultural integrity, and the smooth functioning of academic and administrative activities.

4.1. Fee

- 4.1.1. All institute fees shall be paid as notified.
- 4.1.2. Fees shall be paid through officially designated channels (bank transfer to the institute account) through digital platforms. Cash payments, if accepted, must be accompanied by an official receipt.
- 4.1.3. The record of fee payment shall be maintained with the journal number or receipt number.
- 4.1.4. Trainees shall pay the following fees:
 - a) Token Fee - Nu. 50 (deposit to revenue account) paid annually.
 - b) Institute Development Fund (IDF) - Nu.300 (Deposit to IDF saving account) as per IDF guidelines.
 - c) Security Deposit/Caution Money - Nu.1000 (deposit to IDF saving account but refundable at the end of the course if not deducted) paid per the course irrespective of the duration.
 - d) Insurance per course (Collect and Deposit to the concerned insurance companies)
- 4.1.5. Failure to pay fees within the deadline may result in suspension of academic privileges, including class attendance, examinations, and access to institute facilities.
- 4.1.6. Requests for fee installment or deferment must be submitted in writing and approved by the management/administration. Applicable only to self-funding trainees if any.
- 4.1.7. Fees for the economically disadvantaged trainees shall be waived off as per the resolution of the Admission Committee.

4.2. Attendance

- 4.2.1. Trainees shall maintain at least **90% attendance** in all academic classes, theory and practical.
- 4.2.2. Missing classes without approval shall be construed as misconduct.
- 4.2.3. Trainees failing to meet the minimum attendance requirement shall be barred from Institutional Assessment and National Assessment.
- 4.2.4. Attendance is mandatory for all scheduled co-curricular activities, including workshops, seminars, sports, cultural programs, and community service, with exemptions granted for medical grounds or with prior written approval from the management or activity in-charge.
- 4.2.5. Consistent participation shall be recognized through certificates, awards, or priority in nominations for external events.

4.3. Dress Code

Staff and trainee shall:

- 4.3.1. Wear the institute uniform and national dress during the training session and official functions.
- 4.3.2. Maintain the uniforms neat and clean at all times.
- 4.3.3. Wear PPE as per the requirements of the program and OHS guidelines.
- 4.3.4. Maintain and inspect PPE to ensure effectiveness. Replacement of damaged or lost PPE is the responsibility of the trainee/staff, unless due to normal wear and tear.
- 4.3.5. Avoid wearing jewellery, watches, or accessories that interfere with PPE
- 4.3.6. Maintain personal hygiene at all times.

4.4. Insurance

- 4.4.1. Trainees shall have insurance policy coverage with one of the government-approved insurance companies.

- 4.4.2. The insurance covers all programs, courses, and training modules except for the two weeks and below programs.
- 4.4.3. Insurance must cover:
- Accidental injuries during training, workshops, or institute activities in the institute, Community Service or OJT or industrial tour
 - Medical expenses arising from accidents within the institute premises or sanctioned activities like OJT or industrial tours
 - Death or disability compensation as per policy terms.
- 4.4.4. The insurance enrollment must be completed by the end of the orientation program.
- 4.4.5. Coverage ceases from the day the trainee leaves the institute after graduation, withdrawal, or termination.
- 4.4.6. The insurance amount shall be borne by the individual trainee and must be deposited at the time of the orientation program.
- 4.4.7. The Institute shall collect the documents and applicable fees related to the insurance and forward them to the insurer.
- 4.4.8. Proof of insurance shall be maintained in trainee records and verified annually.
- 4.4.9. The insurance premium is **NOT** refundable.
- 4.4.10. Insurance policy details and payment schedules must be communicated during the admission orientation program.
- 4.4.11. The institute shall liaise with the insurance company to process any claims.

4.5. Leave Procedure

4.5.1. Trainee shall:

- 4.5.1.1. Avail leaves only for genuine reasons using the leave form.
- 4.5.1.2. Apply for leave for a duration amounting to an overnight stay or more in advance, and must be approved by the relevant institute authority with

justifications and evidence.

- 4.5.1.3. Obtain permission from the warden or matron during hostel hours and weekends.
 - 4.5.1.4. Obtain permission from the management if leave exceeds **three days**.
 - 4.5.1.5. Be liable for disciplinary action if absent without prior permission from the concerned authorities.
 - 4.5.1.6. Report to the councillors if they are unable to attend class or workshop due to sickness, who will then inform the Warden/Matron, the concerned instructor, and the HoD/ToD
 - 4.5.1.7. Be granted medical leave only in genuine cases and upon submission of the necessary recommendations from a doctor. However, if the medical leave exceeds one month, the trainee shall be required to drop from the semester/batch/year and repeat accordingly.
 - 4.5.1.8. Not accompany visitors out of the class/workshop/worksite without seeking permission from the concerned trainer /HoD/ToD.
- 4.5.2. Staff leave will be governed by the BCSR and contract agreement, where applicable

4.6. Gadgets

4.6.1. Trainee shall:

- 4.6.1.1. Be encouraged to use laptops as essential tools for learning and to participate in academic activities actively.
- 4.6.1.2. Be encouraged to use a laptop primarily for accessing digital resources, interactive content, research, and skill development.
- 4.6.1.3. Not use mobile phones, music players and any other communication device during class/workshop hours and official gatherings unless permitted.
- 4.6.1.4. Be permitted to use mobile phones and other communication devices only when explicitly allowed by the concerned authority or instructor.

4.7. Vacation

- 4.7.1. The institute administration shall communicate the start and end of the vacation both verbally and in written order.
- 4.7.2. After the vacation, the trainer & trainee shall report to the Institute on the stipulated date and time.
- 4.7.3. Trainers failing to report shall be liable for action as per BCSR.
- 4.7.4. Failure by trainees to report on time shall result in a fine of **Nu.100** per day for up to one week, after which their enrollment for the academic session will be cancelled; the collected amount shall be deposited in the IDF.

4.8. Prayer rules

- 4.8.1. The recitations of prayers are coordinated by the prayer councilor and supervised by the ToD/Dzongkha Language trainer/Warden/Matron.
- 4.8.2. The morning/ evening prayer shall be a mandatory daily activity for all trainees.
- 4.8.3. Wearing Kabney and Rachu is mandatory for attending the prayer.
- 4.8.4. The prayer councillor shall ensure the butter lamps are prepared and attendances are taken.
- 4.8.5. Prayer councillor/coordinator shall ensure the proper inventory of religious assets and a proper handing taking must be followed when there is a change of leadership.
- 4.8.6. Failing to attend prayer will be dealt with as per IRR Clause 37.

Chapter 5: Academic Rules

5.1. Admission Rules

- 5.1.1. The Institute shall constitute an Admission Committee.
- 5.1.2. Applicants shall be Bhutanese citizens. Where applicable, admission shall also be open to international trainees as notified by the Institute/DWPSD.
- 5.1.3. Applicants shall be at least sixteen years of age at the time of admission unless specified by national laws, rules and regulations.
- 5.1.4. Applicants shall meet the minimum academic and qualification requirements prescribed for the respective course or programme.
- 5.1.5. All applications shall be submitted online through the TVET-MIS within the prescribed application period.
- 5.1.6. The Institute shall ensure a transparent, fair, and merit-based admission process. The admission criteria shall be published on the Institute's website and other official communication platforms.
- 5.1.7. No amendments to the admission criteria for selection process shall be made once an admission cycle has commenced.
- 5.1.8. Gender equality shall be upheld as a fundamental principle in the admission of trainees, in accordance with national policies.
- 5.1.9. All course-specific admission requirements shall be endorsed by the Admission Committee.
- 5.1.10. Admission shall be subject to the availability of approved training slots for each programme.
- 5.1.11. Where the number of applicants exceeds the available training slots, shortlisting shall be conducted based on merit ranking.
- 5.1.12. Interviews and/or entrance examinations shall be conducted as applicable. The Admission Committee shall have full authority to determine the criteria, weightage, and mode of assessment.

- 5.1.13. The date, time, and venue of entrance examinations and interviews shall be announced through the Institute’s website and other official communication channels.
- 5.1.14. Final selection of trainees shall be based on the following components:
- Academic qualifications (merit-based)
 - Viva voce and/or interview performance
- 5.1.15. In the event of a high number of eligible applicants, a waitlist shall be maintained by the Institute.
- 5.1.16. Shortlisted candidates shall produce the following original documents at the time of the interview:
- Valid security clearance certificate
 - Valid medical fitness certificate
 - Original academic certificates and transcripts
 - Any other documents deemed necessary by the Admission Committee, including but not limited to a No Objection Certificate (NOC) or school leaving certificate.
- 5.1.17. Selected trainees shall submit all required documents in original within the stipulated timeframe following the announcement of final selection results.
- 5.1.18. Admission shall be confirmed only upon payment of applicable fees and submission of all original required documents.
- 5.1.19. Selected trainees shall be formally enrolled and registered only upon signing an undertaking form with the Institute.
- 5.1.20. In the event that a selected trainee fails to report or withdraws from the programme, the vacant seat shall be offered to the next eligible candidate on the waitlist.

5.2. Disqualification

An applicant shall be disqualified from the admission and selection process if the applicant:

- 5.2.1. Fails to submit a complete application along with all required supporting documents
- 5.2.2. Does not meet the prescribed minimum eligibility and qualification requirements

5.2.3. Submits false, fraudulent, or misleading information or documents

5.2.4. Fails to appear for the entrance examination and/or viva voce, where applicable

5.3. Withdrawal Policy

5.3.1. Admission to the programme shall be denied if a selected trainee fails to report on the first day of the academic session, unless prior permission has been obtained from the Institute.

5.3.2. Trainees intending to withdraw from the programme must submit a written notice to the Institute.

5.3.3. Trainees shall be liable for refund of stipend received till the date of withdrawal from the program on a pro-rata basis; failure to do so shall result in the Institute withholding submitted documents and may lead to legal action, except in cases of withdrawal on medical grounds supported by valid documentary evidence.

5.4. Classroom and Laboratory (Practical) rules

5.4.1. Trainees shall:

5.4.1.1. Adhere to the prescribed dress code for both theory and practical sessions, including the use of required safety gear and Personal Protective Equipment (PPE), where applicable.

5.4.1.2. Attend all theory and practical classes at the designated time and location as notified by the trainer or the Institute.

5.4.1.3. Be punctual and shall report on time for all classes, practical sessions, and training activities.

5.4.1.4. NOT bring food or drinks into classrooms or laboratories unless specifically required for an approved training activity.

5.4.1.5. Maintain strict discipline in classrooms, laboratories and workshops at all times.

- 5.4.1.6. Be responsible for proper disposal of waste and for maintaining cleanliness in classrooms, laboratories, and workshops.
- 5.4.1.7. NOT damage classroom and laboratories properties. Any intentional or negligent damage shall result in disciplinary action and may require reimbursement or replacement costs.
- 5.4.1.8. NOT remove any equipment, tools, and materials from classrooms or laboratories without prior permission from the concerned trainer or authorized personnel.
- 5.4.1.9. Strictly follow all instructions and directions issued by trainers during both theory and practical sessions.
- 5.4.1.10. Maintain mutual respect, professionalism, and appropriate conduct towards trainers, staff, and fellow trainees at all times.
- 5.4.1.11. Promptly report any safety hazards, misconduct, accidents, near misses, or equipment malfunctions to the trainer or appropriate Institute authorities.
- 5.4.1.12. Comply with any additional rules, guidelines, or instructions issued by the Institute from time to time to ensure the safe, orderly, and smooth conduct of classes and practical sessions.
- 5.4.1.13. NOT bring items such as sharp objects, unsafe tools, hazardous materials, or unauthorized equipment in classrooms or laboratories.

5.5. Library Rules

- 5.5.1. The library shall be open to trainees and staff during official working hours.
- 5.5.2. Reference books, journals, periodicals, and similar materials shall be for use within the library premises only and shall not be taken outside the library.
- 5.5.3. Library computers, printers, photocopiers, and other equipment (if any) shall be used solely for academic and research purposes. Misuse of library equipment shall result in suspension of library privileges.
- 5.5.4. Absolute silence shall be maintained within the library.

- 5.5.5. Food, drinks, and chewing gum shall not be permitted inside the library premises.
- 5.5.6. Mobile phones and personal electronic devices shall be kept on silent mode at all times, and their use for non-academic purposes within the library shall not be permitted.
- 5.5.7. Group discussions or collaborative study shall be conducted only in designated areas and shall not disturb other library users.
- 5.5.8. The librarian shall maintain an accurate inventory of all library materials, including books available, books issued and returned, and penalties collected.
- 5.5.9. All borrowed materials shall be returned on or before the due date, and late returns shall incur a penalty of Nu. 10 per book per day.
- 5.5.10. Penalties collected shall be utilized solely for the replacement of books and other necessary materials required for the effective functioning of the library.
- 5.5.11. Handle all library materials, including books, journals, magazines, and other resources, with due care, and shall strictly prohibit marking, tearing, dog-earing, defacing, or damaging library property.
- 5.5.12. Use only designated seating and study areas and shall not block aisles, exits, or access to library materials.
- 5.5.13. Promptly report any damaged, missing, or malfunctioning library materials or equipment to the librarian.
- 5.5.14. Comply with all additional instructions and directions issued by librarian to ensure proper conduct and the smooth functioning of library services.

5.6. OJT

For on-the-job training, trainers and trainees shall adhere to the OJT Guidelines, October 2025.

Chapter 6: Examination Rules:

6.1. Assessment and Certification Rules

- 6.1.1. The National Assessment and Certification process shall be conducted in accordance with the **National Assessment and Certification System for TVET in Bhutan - 2022**.
- 6.1.2. Trainees shall obtain a minimum of ninety percent (90%) attendance in both classroom and workshop sessions across all subjects to be eligible for assessment.
- 6.1.3. Trainees shall successfully complete all prescribed modules to be eligible to appear for the National Assessment. The Institute shall update the information of trainees in **TVET MIS** as required by the concerned agency.
- 6.1.4. In the event of illness, trainees shall submit authentic medical documents issued by a competent authority.
- 6.1.5. Trainees who discontinue their studies for a period exceeding one month due to medical leave shall be required to repeat the course.
- 6.1.6. Provide remedial classes for trainees who do not meet the minimum attendance requirement due to official duties, such as representing the Institute or the country in sports, cultural, or similar activities to participate in assessment.
- 6.1.7. Trainees shall successfully complete the OJT to qualify for the institutional and national assessment.
- 6.1.8. The Examination Committee shall be the ultimate authority for assessment coordination

6.2. Reissuance of Institute Certificates and Transcripts

- 6.2.1. Reissuance of institute certificates or transcripts shall require a nominal fee of Nu. 500 per document.
- 6.2.2. Trainees shall submit a duly completed reissuance application form to the Institute along with any supporting documentation required.

- 6.2.3. Reissued certificates or transcripts shall be issued within 3 working days from the date of submission of the completed application and payment of the fee.
- 6.2.4. The Institute shall verify the trainee's records before processing the reissuance to ensure accuracy and authenticity.
- 6.2.5. The Institute shall maintain records of all reissued certificates and transcripts.

6.3. Responsibilities of Trainees during Assessments

Trainee shall:

- 6.3.1. Familiarize with all modules and examination regulations issued by the Institute.
- 6.3.2. Undertake assessment with understanding of expectations regarding preparation, conduct, and assessment criteria.
- 6.3.3. Verify that the assessment schedule accurately reflects all registered modules and that no examination clashes exist.
- 6.3.4. Report to the assessment hall at least ten minutes before the assessment begins.
- 6.3.5. Carry a valid identification card or approved document throughout the assessment.
- 6.3.6. Bring all required stationery, materials, and permitted aids as specified in the assessment guidelines.
- 6.3.7. Report in the formal Institute uniform and adhere to Institute grooming standards.
- 6.3.8. Adhere strictly to assessment rules, including seating arrangements, instructions from invigilators, and prohibited conduct.
- 6.3.9. NOT attempt any form of cheating or academic dishonesty and shall comply with all ethical standards of conduct.
- 6.3.10. Promptly report any issues, irregularities, or emergencies encountered during the assessment to the invigilator or Examination Committee.
- 6.3.11. Maintain silence and discipline in the assessment hall, ensuring a conducive environment for all examinees.

- 6.3.12. Ensure that all required documentation, declarations, or forms related to assessment are submitted accurately and on time.

6.4. Assessment Preparation and Moderation

- 6.4.1. Assessment shall be conducted in accordance with the curriculum and approved training plan.
- 6.4.2. Submit two sets of question papers with marking schemes to the Examination Committee at least two weeks prior to the scheduled examination for moderation.
- 6.4.3. All question papers shall be reviewed, moderated, and approved by the Examination Committee before printing.
- 6.4.4. Question papers shall comply with curriculum guidelines, assessment objectives, and learning outcomes for each module.
- 6.4.5. Any errors, inconsistencies, or ambiguities in question papers identified during moderation shall be corrected prior to final approval.
- 6.4.6. The Examination Committee shall maintain confidentiality and secure handling of all question papers until the commencement of the examination.
- 6.4.7. The Examination Committee shall maintain records of all submitted question papers and moderation feedback for auditing and future reference.
- 6.4.8. Ensure that all questions are prepared in accordance with the approved format and include the Institute's logo and relevant details.

6.5. Assessment Duration

- 6.5.1. The duration of assessment shall be determined by the trainer, provided that it appropriately reflects the content, learning outcomes, and complexity of the module.
- 6.5.2. The duration of the written assessment shall not be less than one hour and shall not exceed three hours, except where specified otherwise for practical or special assessments.

- 6.5.3. Practical assessment may have durations longer than three hours, as required to adequately assess skills, competencies, and hands-on tasks.
- 6.5.4. Any exceptions to standard examination durations shall require approval from the Examination Committee and the management.
- 6.5.5. The Examination Committee shall ensure that the timing of examinations is communicated clearly to all trainees in advance.
- 6.5.6. Trainers shall ensure that the allocated time allows trainees to complete all sections of the examination without compromising fairness or assessment standards.
- 6.5.7. Any adjustment to examination duration due to special needs, provisions shall be approved and documented by the Examination Committee.

6.6. Deferred Assessment

- 6.6.1. Applications for deferred assessment shall be submitted within five working days of the assessment.
- 6.6.2. Medical certificates shall be issued by registered medical practitioners.
- 6.6.3. The Institute shall reserve the right to verify all submitted documentation.
- 6.6.4. Trainees shall be informed of decisions within five working days.

6.7. Responsibilities of Assessors/Invigilators

The invigilator shall:

- 6.7.1. Report to the examination venue at least fifteen minutes before the examination begins.
- 6.7.2. Familiarize their roles and responsibilities in relation to all assessments and examinations.
- 6.7.3. Remain accountable to both trainees and Examination Committee for the integrity, fairness, and timely administration of assessments.

- 6.7.4. Ensure that all assessment materials are confidential, securely handled, and protected from unauthorized access until the assessment.
- 6.7.5. Promptly report any irregularities, breaches, or challenges encountered during assessment to the Examination Committee.
- 6.7.6. Keep their phones on silent mode and not use mobile phones during the course of the assessment.
- 6.7.7. have the right to frisk trainees where there is reasonable suspicion of possession of unauthorized materials.
- 6.7.8. Assessment/Examination coordinator shall:
 - a. Ensure timely collection and distribution of question papers.
 - b. Supervise all invigilators.
 - c. Count and record answer scripts.
 - d. Manage announcements related to examination timing.

6.8. Assessment/Examination Hall

- 6.8.1. Sealed question papers shall be opened five minutes before the assessment begins in the assessment hall.
- 6.8.2. No trainee shall:
 - a. Be admitted more than ten minutes after the assessment begins.
 - b. Leave the assessment/examination hall during the first one hour of two-hour and three-hour papers.
- 6.8.3. Late arrival shall not entitle trainees to additional writing time.
- 6.8.4. Not permitted to write in the first 15 minutes of the examination.
- 6.8.5. Food, drinks, mobile phones, electronic devices, bags, notes, and reference materials shall not be permitted in the examination/assessment hall.
- 6.8.6. Calculators shall be permitted only with prior approval from the concerned trainer / upon the instruction on the question paper.

- 6.8.7. Assessment/Examination halls shall be arranged and prepared at least one day prior to the examination.
- 6.8.8. Examination halls shall be adequately staffed with invigilators.
- 6.8.9. A correct working clock should be placed in the examination hall/class for all to see the time.

6.9. Absence and Illness During Assessment/Examination

- 6.9.1. Trainees who are absent from an examination shall be awarded a zero score for that examination.
- 6.9.2. Trainees who fall ill or experience distress during an assessment shall be permitted to leave the examination hall, provided they inform the invigilator immediately. In such cases, the examination paper shall be annulled and not considered for grading; however, he/she has to appear for a supplementary examination to award the marks.
- 6.9.3. Deferring of examinations shall be permitted only on medical or exceptional grounds upon submission of authentic medical documents or relevant supporting evidence.
- 6.9.4. The date and mode of deferred examinations shall be determined by the Examination Committee, and trainees shall comply with all instructions provided for taking the deferred assessment.
- 6.9.5. All cases of absence during examinations shall be recorded in the assessment file for reference.

6.10. Provisions for Trainees with Special Needs

- 6.10.1. The Examination Committee shall arrange reasonable accommodations for trainees with disabilities to ensure equal opportunity during examinations.
- 6.10.2. Trainees requiring special arrangements shall submit a written application to the Examination Committee at least seven days before the examination by the concerned trainer.
- 6.10.3. Applications for accommodations shall be accompanied by valid supporting medical documents or certification from a recognized competent authority.

- 6.10.4. The Examination Committee shall determine and approve the nature and extent of accommodations, which may include extra time for completing the examination, provision of a scribe or reader, accessible examination venues and seating arrangements, and the use of adaptive equipment or technology.
- 6.10.5. Accommodations shall be documented and communicated to the trainee in advance of the examination.
- 6.10.6. Trainees receiving accommodations shall comply with all other examination rules unless a specific exemption is formally approved by the Examination Committee.
- 6.10.7. The Institute shall ensure that accommodations for trainees with disabilities maintain the integrity, fairness, and confidentiality of the assessment process.

6.11. Breach of Assessment Regulations

- 6.11.1. Cheating shall include possession of unauthorized materials, copying from or communicating with other examinee(s), and attempting to influence or impersonate another examinee.
- 6.11.2. Examinees found guilty of cheating shall be liable for penalties determined by the Examination Committee.
- 6.11.3. Breaches of examination regulations shall be documented in the assessment file, and repeated offenses shall attract escalated disciplinary action.
- 6.11.4. Examinees shall cooperate fully with invigilators and the Examination Committee during investigations of breaches.
- 6.11.5. The Institute shall ensure that all examinees are informed of examination rules, and the corresponding penalties prior to the commencement of assessment.

6.12. Assessment Results and Re-evaluation

- 6.12.1. Results shall be declared within two weeks from the date of the examination.
- 6.12.2. Trainees shall be eligible to apply for re-evaluation of their result under the following conditions:
 - a. A non-refundable re-evaluation fee of Nu. 500 per module shall be payable.
 - b. Re-evaluation applications shall be submitted within ten working days from the

declaration of results.

c. Only computational errors, totalling mistakes, or unmarked answers shall be considered during re-evaluation.

d. Re-evaluation shall not include reconsideration of answers based on content judgment or grading discretion.

e. The decision of the Examination Committee on re-evaluation shall be final and binding.

6.12.3. Trainees shall submit the re-evaluation application in the prescribed format provided by the Institute.

6.12.4. Re-evaluated results, if any change occurs, shall be formally updated in the Institute records and communicated to the trainee.

6.12.5. Failure to submit the re-evaluation application within the stipulated period shall forfeit the trainee's right to re-evaluation.

6.13. Progression and Graduation

6.13.1. The trainee must obtain a *Competent* /pass in all modules in both the institutional and BQF assessments.

6.13.2. Not yet competent/Failed modules shall be cleared before certification.

6.13.3. Both the theory and practical modules shall be treated as mandatory pass modules.

6.14. Re-assessment, Supplementary, and Back-Paper Examinations

6.14.1. Supplementary examinations shall be permitted once without payment of fees; however, candidates shall be allowed to sit for up to two additional supplementary examinations upon payment of fees as prescribed by the Institute.

6.14.2. Back-paper examinations shall be cleared within two years of programme duration.

6.14.3. Failure after three attempts shall result in non-eligibility for certification.

6.15. Archiving and Disposal of Examination Records

6.15.1. Answer scripts shall be archived until the reassessment period is complete.

- 6.15.2. Question papers shall be archived in the question bank
- 6.15.3. Attendance records shall be archived for one year.

Chapter 7: Industrial Tour

Trainees Shall

- 7.1. Participate in the industrial tour unless officially exempted
- 7.2. Follow the approved tour itinerary and all instructions issued by trainers, tour coordinators, or the Institute at all times.
- 7.3. Report to designated locations on time.
- 7.4. Maintain discipline, behave professionally, and show respect to industry personnel, trainers, and peers throughout the tour. Any act of indiscipline shall be dealt with in accordance with IRR.
- 7.5. Wear the prescribed uniform or formal attire at all times during the tour.
- 7.6. Use prescribed PPE wherever required and strictly adhere to all industry safety rules. Entry into restricted areas or handling of equipment without authorization shall be strictly prohibited.
- 7.7. Observe industrial processes attentively, take notes, and ask relevant questions in a polite and professional manner. Active participation shall form part of the overall assessment.
- 7.8. Comply with all logistical arrangements as instructed by the Institute or tour coordinators. Discipline shall be maintained throughout the journey and stay.
- 7.9. Be eligible for Daily Subsistence Allowance (DSA) during the tour, as approved by the relevant authority. Non-compliance with tour rules and regulations may result in partial or complete withdrawal of financial benefits.
- 7.10. Familiarize themselves with emergency exits, assembly points, and safety procedures during visits to industrial sites.
- 7.11. Remain with the assigned group at all times and shall coordinate and cooperate with fellow trainees to ensure the smooth conduct of the tour.

- 7.12. Respect the property, equipment, systems, and processes of the host industry. Any damage caused due to negligence or misconduct shall be reported immediately and may be subject to reimbursement.
- 7.13. Respect the confidentiality of proprietary processes, trade secrets, or information observed or obtained during the industrial tour.
- 7.14. Submit the industrial tour report or reflective report within five working days from the completion of the tour.
- 7.15. NOT use mobile phones for unauthorized photography or videography.
- 7.16. Refrain from consuming any substances that are harmful or addictive.
- 7.17. Be liable for disciplinary action if industrial tour rules and regulations are violated, which may include warnings, termination from the programme, or financial penalties.

Chapter 8: Well-Being Policy

- 8.1. The Institute shall:
 - 8.1.1. Promote a safe, inclusive, healthy, and supportive learning and working environment that enhances the physical, mental, emotional, social, and spiritual well-being of trainees and staff.
 - 8.1.2. Strictly prohibit sexual harassment or gender-based violence, bullying, ragging, intimidation, physical or verbal abuse, discrimination, humiliation, exploitation, coercion, and retaliation.
 - 8.1.3. Provide access to first aid, emergency response, and referrals to health facilities.
 - 8.1.4. Promote healthy practices including nutrition, sanitation, games, and sports events.
 - 8.1.5. Establish counseling and guidance support mechanisms, encourage open dialogue on mental health, and refer serious cases to relevant health or professional services.
 - 8.1.6. Be handed over to parents or guardians if a trainee exhibits abnormal behavior due to medical, psychological, or other reasons beyond the institute's scope.
 - 8.1.7. Encourage participation in clubs, sports, cultural activities, and community outreach.

- 8.1.8. Facilitate annual picnics and social events.
- 8.1.9. Organize cultural programs, observe national and cultural events, and facilitate spiritual and cultural tours.
- 8.1.10. Promote fair workload distribution, professional development, career growth, work-life balance.
- 8.1.11. Ensure transparent performance management and grievance handling and prevent workplace harassment, favoritism, and exploitation.
- 8.1.12. Appoint a Health In-Charge from institute staff and Health Councilor from the trainee.
- 8.1.13. Provide transportation to hospitals for severe illnesses or injuries of trainees.
- 8.1.14. Maintain an infirmary with first aid facilities.
- 8.1.15. Provide monetary support from the IDF to sick trainees admitted to national or regional referral hospitals.

8.2. **Counselling**

8.2.1. **Psycho-Social Support**

The counsellor of the institute shall:

- 8.2.1.1. Foster a supportive environment encouraging the mental, emotional, and social well-being of trainees and staff.
- 8.2.1.2. Provide immediate psycho-social first aid during the time of disaster and crisis.
- 8.2.1.3. Support trainees during assessments by providing guidance, emotional support, stress management strategies, and helping maintain focus and well-being.
- 8.2.1.4. Provide timely response during distress and crises.
- 8.2.1.5. Treat all trainees with empathy, respect, and without discrimination or stigma.

- 8.2.1.6. Protect personal information, except when there is a risk of harm to self or others.
- 8.2.1.7. Provide easy access to counselling or psycho-social support for trainees and staff.
- 8.2.1.8. Refer trainees and staff requiring specialized care to appropriate services, e.g., the PEMA centre or RENEW, Psychiatric Department and SUD treatment unit.
- 8.2.1.9. Trainees or staff needing support must be immediately referred to the institute counsellor or a nearby school counsellor.
- 8.2.1.10. Establish a structured trainee support service system to ensure consistent access to psycho-social support.

8.2.2. Career Counselling

- 8.2.2.1. Provide accurate information about trades, career pathways, further training, and employment opportunities.
- 8.2.2.2. Assess trainees' interests, skills, abilities, and values for informed career decision-making.
- 8.2.2.3. Ensure career counselling is based on trainees' needs, aspirations, and strengths.
- 8.2.2.4. Align guidance with labor market demands, industry requirements, and employability skills.
- 8.2.2.5. Ensure equal access to career counselling services.
- 8.2.2.6. Support development of employability skills such as communication, teamwork, problem-solving, and professional ethics.
- 8.2.2.7. Assist trainees in setting realistic short-term and long-term career goals with clear action plans.
- 8.2.2.8. Support trainees in job search, resume writing, interview preparation, and transition to employment or self-employment.

Chapter 9: Harassment and Bullying

9.1. Harassment

- 9.1.1. Uphold zero tolerance to sexual violence and all forms of harassment.
- 9.1.2. Report any harassment immediately to the concerned trainer or any trusted trainer.
- 9.1.3. Trainers receiving a report must act professionally, provide immediate support, and refer the case to the designated focal person or committee.
- 9.1.4. Unwelcome sexual behavior—verbal, non-verbal, or physical that violates a person’s dignity, makes them feel unsafe, humiliated, or offended, or creates a hostile or intimidating environment will be considered as sexual harassment.
- 9.1.5. Unwanted use of force or contact, such as hitting, pushing, or touching, that causes harm or fear to another person will be accounted as physical harassment.
- 9.1.6. Use of words, threats, or comments to intimidate, demean, or humiliate someone will be considered under verbal harassment.
- 9.1.7. Refer victims immediately to the institute counsellor for psycho-social and emotional support.
- 9.1.8. Severe harassment cases must be reported to the police or relevant law enforcement agency.
- 9.1.9. Collaborate with stakeholders to conduct awareness programs on gender-based violence and harassment

9.2. Bullying

- 9.2.1. Adopt zero-tolerance for bullying; all reports must be addressed promptly and sensitively.
- 9.2.2. Use of digital platforms to harass or humiliate someone online is considered cyberbullying.
- 9.2.3. Trainees or staff engaging in cyberbullying will face strict disciplinary action as per IRR.

- 9.2.4. Use of words to insult, threaten, or humiliate someone (name-calling, teasing, shaming) repeatedly is considered verbal bullying.
- 9.2.5. Use of physical actions, such as hitting, pushing, or damaging someone's belongings, to intimidate or harm others will be considered physical bullying.
- 9.2.6. Harming someone's relationships, reputation, or feelings through exclusion, gossip, humiliation, or manipulation will be considered social-emotional bullying.
- 9.2.7. Bullying intended to harm, intimidate, or threaten others shall be treated as harassment.
- 9.2.8. Any bullying in hostels, classrooms, workshops, or institutional areas must be reported immediately to the concerned trainer, warden, or matron.
- 9.2.9. Trainers, warden, and matron receiving reports must act professionally, provide immediate support, and refer the case to the designated focal person or committee.
- 9.2.10. Refer victims of bullying to the counsellor for assessment of psychological and emotional state.
- 9.2.11. Organize awareness programs for staff and trainees on the forms, consequences, and prevention of bullying.

Chapter 10: Boarding and Hostel Rules

Trainee shall:

- 10.1. Be provided with hostel facilities as per availability.
- 10.2. Take proper care of hostel properties and are not permitted to change their assigned rooms or beds.
- 10.3. Be prohibited from making any modifications.
- 10.4. Be prohibited from cooking in the hostel.
- 10.5. Requests for maintenance services in the hostels routed through the chief councillors and warden/matron. If the property is damaged other than by normal wear and tear, occupants shall bear the cost.

- 10.6. Be prohibited from visiting hostels of the opposite sex.
- 10.7. NOT be permitted to take meals into the hostel.
- 10.8. Be allowed to take meals for sick trainees with the approval of the TOD/ health in charge.
- 10.9. Inform the warden/matron immediately if suffering from a contagious disease.
- 10.10. Report to their hostel/respective beds by 8:30 PM.
- 10.11. Switch off the light by 9.00 PM, and silence must be maintained.
- 10.12. NOT paste or display any posters on the hostel walls.
- 10.13. NOT be allowed to entertain or accommodate any guests in the hostel.
- 10.14. Be prohibited from gambling activity.
- 10.15. Be penalized accordingly if found absent from the hostel without permission.
- 10.16. NOT organize any social gatherings.
- 10.17. Not be permitted to attend sick fellow trainees in the hostel unless he/she is seriously sick and approved by the competent authority.
- 10.18. Maintain the room in a neat and clean condition at all times and ensure that the bathroom, washbasin, and toilet pots are cleaned regularly.
- 10.19. Be prohibited from allowing vendors inside the hostel.
- 10.20. NOT be allowed pets in the hostel.
- 10.21. NOT keep any hazardous objects/hang clothes on the window sills.
- 10.22. NOT be allowed to do any practical-related work in the hostel.
- 10.23. Day scholars are not allowed to enter hostel premises at all times.

- 10.24. NOT bring expensive clothes, jewelries and electronic gadgets. No responsibility shall be accepted by the institute for any loss or damage to the personal articles.

Chapter 11: Dining and Mess rules

11.1. The cook shall:

- 11.1.1. Prepare meals in accordance with the approved menu, quantity standards, and nutritional guidelines of the institute.
- 11.1.2. Maintain high standards of hygiene, cleanliness, and food safety in the kitchen, dining area, and food storage spaces at all times.
- 11.1.3. Wear prescribed protective clothing, including apron, head cover, and gloves, while on duty.
- 11.1.4. Ensure proper handling, storage, and disposal of food items in compliance with health and sanitation standards.
- 11.1.5. Adhere strictly to meal preparation and serving schedules as per the approved roster.
- 11.1.6. Prevent food wastage by preparing meals based on attendance records and approved quantities.
- 11.1.7. Ensure that only authorized personnel are allowed entry into the kitchen and mess store.
- 11.1.8. Cooperate with the Mess In-Charge, Mess Councilors, and Institute administration in managing mess operations.
- 11.1.9. Report shortages, equipment damage, or hygiene-related concerns promptly to the Mess In-Charge.
- 11.1.10. Treat trainees, staff, and visitors with professionalism, courtesy, and respect.

11.2. Mess In-Charge shall:

- 11.2.1. Oversee the overall coordination and smooth functioning of the mess.
- 11.2.2. Prepare the menu in consultation with the mess committee members.

- 11.2.3. Ensure timely provision of hygienic, nutritious, and adequate meals.
- 11.2.4. Supervise cleanliness and sanitation of the kitchen, dining hall, and utensils.
- 11.2.5. Supervise cooks and mess councilors and ensure discipline and proper conduct.
- 11.2.6. Manage food stocks, inventory, and mess expenditure responsibly.
- 11.2.7. Address complaints and ensure compliance with institute rules and management directives.
- 11.2.8. Complete proper handling-taking of the stock balance and other items
- 11.2.9. Bills shall be verified and signed by the mess committee members on a monthly basis.
- 11.2.10. Share monthly expenditure status to the trainees
- 11.2.11. Compile and submit closing report to the office

11.3. Trainee shall:

- 11.3.1. Dine only in the designated dining hall.
- 11.3.2. Clean their own table and properly arrange benches and chairs after every meal.
- 11.3.3. Collect and dispose of food waste in the designated waste bins.
- 11.3.4. NOT expect separate meal arrangements based on individual dietary restrictions.
- 11.3.5. Inform the mess in-charge or councilor in advance if intending to entertain guests with food from the mess.
- 11.3.6. Avoid wasting food, as it may result in shortages for trainees arriving later.
- 11.3.7. Observe meal timings strictly as per the approved roster.
- 11.3.8. Wear the prescribed uniform during weekdays and decent attire during weekends while attending meals.

- 11.3.9. Not be permitted to share plates and cups.
- 11.3.10. Refrain from entering the kitchen and mess store unless officially appointed as an office bearer.
- 11.3.11. Maintain the dining hall in a neat and clean condition and ensure it is cleaned in accordance with the assigned cleaning roster.

Note:

- *Only cooks, mess councilor, the mess in-charge, and other authorized personnel shall be permitted entry into the kitchen and mess store.*

Chapter 12: Community Services

12.1. Trainees shall:

- 12.1.1. Attend and actively participate in all Institute-initiated social work and community service activities as required, and shall not take leave during these periods except for genuine reasons duly approved by the competent authority.
- 12.1.2. Participate in community service irrespective of seniority, following the directions of the concerned in-charge.
- 12.1.3. Comply with attendance and execution requirements, which shall be monitored by the person in-charge.
- 12.1.4. Follow coordination and supervision instructions from In-charges to ensure that tasks are completed according to the agreed targets or work plans.
- 12.1.5. Comply with OHS standards

12.2. Trainers/Staff shall:

- 12.2.1. Support and participate in community and social service initiatives alongside trainees, leading by example.
- 12.2.2. Assist House Masters/In-charges and Councilors in coordinating, supervising, and monitoring the timely and effective execution of community service activities.

- 12.2.3. Ensure that all participants, including trainees, adhere to the planned targets, work plans, and Institute guidelines.
- 12.2.4. Provide guidance, safety oversight, and mentorship to trainees during community service activities.

Chapter 13: Co-Curricular Activities

13.1. Trainees shall:

- 13.1.1. Participate in co-curricular activities to promote wholesome development.
- 13.1.2. Wear appropriate sports dress for all games and sports.
- 13.1.3. Be punctual for tournaments, matches, and scheduled activities.
- 13.1.4. Demonstrate sportsmanship; accept victory and defeat with dignity and pride.
- 13.1.5. Return all sports items, equipment, and dress issued for tournaments through the respective councilors or games coordinators.
- 13.1.6. Take care of sports facilities and equipment.
- 13.1.7. Not use participation in games or sports as an excuse to miss prayers or regular activities, unless officially excused due to injury.
- 13.1.8. Refrain from making indirect or offensive comments to other players, teams, or audiences to uphold the Institute's prestige.
- 13.1.9. Be in proper dress for all events and programmes.
- 13.1.10. Attend programmes intended for the Institute unless informed otherwise.
- 13.1.11. Arrive at the venue at least ten minutes before the scheduled start; attendance shall be recorded by the councilors, and absence may result in appropriate disciplinary action.
- 13.1.12. Refrain from making detrimental, vulgar, or personal comments during cultural programmes.

- 13.1.13. Exercise care during outdoor recreational activities to avoid forest fires and prevent environmental or cultural damage.

13.2. **Roles and Responsibilities of Co-Curricular In-Charges**

The Co-Curricular In-Charge shall:

- 13.2.1. Plan, organize, and oversee all co-curricular activities, including cultural, sports, and creative events, for trainees.
- 13.2.2. Coordinate with trainees, trainers, and other staff to ensure smooth execution of activities.
- 13.2.3. Encourage active participation, teamwork, and skill development among trainees.
- 13.2.4. Maintain records of events, participation, and achievements.
- 13.2.5. Ensure the proper use of resources and adherence to safety and Institute rules during all activities.
- 13.2.6. Report feedback, suggestions, and issues related to co-curricular activities to the management for improvement.

Chapter 14: Health, Hygiene, and Safety

14.1. Personal Grooming

- 14.1.1. Trainees shall maintain personal grooming to ensure safety and presentability.
- 14.1.2. Female trainees shall keep hair at an acceptable length and tie during practical sessions and workshops to minimize the risk of accidents.
- 14.1.3. Male trainees shall maintain short hair to portray a neat and presentable outlook.
- 14.1.4. Staff shall maintain professional grooming and hygiene standards to set a positive example for trainees.
- 14.1.5. Keep fingernails short and clean to maintain hygiene and safety.

14.2. Housekeeping/Facility Management

Staff and Trainees shall:

- 14.2.1. Keep their personal and shared spaces clean and hygienic.
- 14.2.2. Take care of hostel and training facilities, furniture, and equipment, ensuring proper usage and maintenance.
- 14.2.3. Dispose of waste in designated bins and avoid littering within the Institute premises.
- 14.2.4. Ensure that institute campuses are maintained in a clean, safe, and organized manner and shall supervise trainees in housekeeping responsibilities.

14.3. Occupational Health and Safety (OHS)

Staff and trainees shall:

- 14.3.1. Shall strictly adhere to the OHS guidelines.
- 14.3.2. Use protective gear, follow safety procedures, and report any hazards or unsafe practices immediately.
- 14.3.3. Trainers shall supervise and ensure compliance with OHS standards during all practical and training activities.

Chapter 15: Disaster Management

- 15.1 Establish a Disaster Management Unit (DMU)
- 15.2 Implement a Disaster Management and Contingency Plan (DMCP) in the institute.
- 15.3 Facilitate risk and vulnerability assessments to identify structural and nonstructural hazards.
- 15.4 Enforce strict OHS protocols in all TVET workshops and laboratories to prevent industrial accidents and occupational hazards.
- 15.5 Create awareness on emergency procedures, including evacuation routes, designated assembly points and emergency communication protocols.

- 15.6 Prepare and maintain an inventory of emergency resources, such as first-aid kits, firefighting equipment, communication tools and emergency shelter locations.
- 15.7 Establish internal and external communication systems for early warning, dissemination of information sharing, coordination with parents/guardians and external authorities.
- 15.8 Conduct regular mock drills and simulation exercises (fire, earthquake, etc.) to ensure readiness.
- 15.9 Facilitate training for staff and trainees in first aid, basic search and rescue, firefighting, and emergency response.
- 15.10 Immediately activate the DMU or Emergency Operations Center during an emergency.
- 15.11 Coordinate closely with external response agencies, including Dzongkhag Disaster Management Committee, Royal Bhutan Police, health facilities, and emergency services.
- 15.12 Conduct a rapid damage and needs assessment, focusing on structural safety, medical needs, shelter and essential services, and psychosocial support requirements.
- 15.13 Provide psychosocial support services to trainees and staff affected by the disaster.

Chapter 16: Gender and Inclusivity

Staff and trainees shall:

- 16.1 *Strictly follow the gender and inclusivity guidelines 2025 prepared by the institute*

Chapter 17: Substance Abuse

17.1 Trainees shall:

- 17.1.1 Not possess, consume, distribute, or be under the influence of substance abuse (doma, cigarettes, alcohol, and drugs) within the institute premises or during any institute-related activity.
- 17.1.2 Not attend training or participate in any institute activity under the influence of substance abuse.

17.1.3 Subjected to disciplinary action in accordance with the institute rules and applicable laws for any substance abuse-related misconduct.

17.1.4 Maintain the institute as a drug, tobacco and alcohol-free environment in compliance with national laws.

Chapter 18: Grievance Redressal Mechanism

18.1 The staff and trainees shall follow the institute's Grievance Redressal Mechanism.

Chapter 19: Offences and Penalties

S.N.	Offences	First time	Second time	Third time	Remarks
1	Failure to attend the institute activities and functions	Counselling	Reminder, and Social work for 2 hours	Last reminder and Social work for 4 hours, and inform parents/guardians	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
2	Trainees not respecting the staff and fellow trainees	Counselling	Reminder, and Social work for 2 hours	Last reminder and Social work for 4 hours, and inform parents/guardian	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
3	Organizing and attending unauthorized meeting	First reminder: 3 days of social work for organizers.	Second reminder and 1-week social work for organizers. Second reminder and 3 days of social work for attendees.	Last reminder with two weeks suspension for organizers. Last reminder and 1-week social work for attendees.	Repetition of the offense will lead to termination.

4	Keeping water taps running and lights/fans on in the hostel/Classrooms/Workshops/Offices when not required.	Fine Nu. 100 per room from the room occupants.	Fine Nu. 150 per room from the room occupants.	Fine Nu. 200 per room from the room occupants.	Occupants of each level of flat will be fined for keeping the lights on and water taps running in the corridor and toilets. (The fine will increase progressively.)
5	Leaving institute without permission during class hours/workshop hour	Counselling	Reminder: and Social work for 2 hours.	Last reminder and social work for 4 hours, and informing parents/guardians.	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
6	Leaving institute without permission during off hours/off days	Counselling	Reminder: and Social work for 2 hours.	Last reminder and Social work for 4 hours, and informing parents/guardians	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
7	Using mobile phones during class hours / workshop and official gatherings without permission.	Counselling	Reminder, and Social work for 2 hours.	Confiscate the phone	Return the phone at the end of the course.
8	Writing derogatory remarks, posting illegal matters, tearing or removing official notes	First reminder 1-day social work	Second reminder, 3 days social work and inform parents/guardian	Last reminder with suspension for two weeks. and inform parents	Repetition of the offense will lead to termination.

9	Defacing institute properties	Rectify the defaced area. If the culprits are not caught or revealed, the whole group will be held responsible. Inform parent/guardian.			Repetition of the offense will lead to termination.
10	Anti-social activities, instigation, groupism, hooliganism, vandalism, prowling, etc.	Last reminder with 1 week of social work and refer to counselor	Suspension for one semester and inform parent/guardian	Termination	Social work will be decided by the Discipline Committee. Trainees might be handed over to Police (RBP) depending on the seriousness of an offence.
11	Stealing public properties and from fellow mates	Recover items with 2 hours of social work. Refer to the counselor	Second recovery of items and suspension for two weeks	Recover items and termination.	To be handed over to police (RBP) depending on the seriousness of the case.
12	Fighting, brawl and battery	Depending on the severity of the case and the frequency, the discipline committee will take appropriate action through a series of reminders, counseling, and punishments. They will be handed over to police if the case is of a serious nature. Subsequently inform their parents/guardian.			
13	Use of abusive language, or congregating, being a source of annoyance and distraction.	First reminder: 1 day of social work.	Second reminder, 3 days social work	Final reminder with suspension for two weeks, and inform parents	Repetition of the offense will lead to termination.

14	Consuming Alcohol	The final reminder with 6 hours of social work. Refer to the counselor for counselling	Two weeks suspension and inform parent/guardian.	Repetition of offense will lead to termination	The counselor will intimate the parent/guardian based on the severity.
15	Tobacco products	First reminder and social work for 3 hours	Final reminder with 6 hours of social work.	Two weeks suspension and inform parent/guardian.	Repeated offence will lead to termination
16	Drugs (natural and industrial)	Hand over to RBP. Will be terminated if charge sheet. Last chance will be given if not the charge sheet.			
17	Ragging	Final reminder with three days of social work and refer to counselor	Repeated offences will lead to two-week suspension, and inform parent/guardian	Repetition of the offence will lead to termination.	
18	Trespassing into campus	First reminder with 1-hour social work	2 nd reminder with 6 hours social work	Final reminder suspends for 2 weeks	Repeated offence will lead to termination

19	Exhibiting open relationship in the institute campus	Counselling	Reminder, and Social work for 2 hours	Final reminder and Social work for 4 hours, and inform parents/guardian	Repetition of the offense will lead to suspension for 2 weeks
20	Involving Family in the institute affairs	Counselling	Second reminder, and Social work for 2 hours	Final reminder and social work for 4 hours.	Repetition of the offence will lead to suspension for 2 weeks
21	Staff-Trainee Affairs	Counselling to the trainee and disciplinary action against staff as per BCSR			
22	Possessing weapons with an intention of harming others (Dragger, knuckles, etc)	Final reminder with 1 week of social work and refer to counselor	Suspension for two weeks and inform parent/guardian	Termination	Social work will be decided by the Discipline Committee. Trainees might be handed over to Police (RBP) depending on the seriousness of an offence.
23	Changing their beds and rooms on their own	Advice	Reminder, and Social work for 2 hours.	Final reminder and Social work for 4 hours, and informing parents/guardians.	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks

24	Making modifications in the rooms	Advice	Reminder, and Social work for 2 hours.	Final reminder and Social work for 4 hours, and informing parents/guardians.	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
25	Cooking in the hostel	Reminders and cooking utensils will be seized.	Final Reminder: Cooking utensils will be seized. Forfeit boardership without stipend	Repetition of the offense will lead to suspension for 2 weeks	
26	Visiting hostels of opposite sex	Final reminder, forfeit boardership without stipend	Suspension for two weeks	Termination	
27	Not reporting to hostel by 9.00 PM	Advice	Reminder, and Social work for 2 hours.	Final reminder and social work for 4 hours, and informing parents/guardians. Forfeit boardership without stipend	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
28	Gambling activities in the hostel/campus	Final reminder with 1 week of social work and refer to counselor	Suspension for two weeks, and inform parent/guardian	Termination	Trainees might be handed over to Police (RBP) depending on the seriousness of an offence.

29	Missing from the hostel	First Reminder	Reminder, and Social work for 2 hours.	Final reminder and Social work for 4 hours, and informing parents/guardians.	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
30	Organizing party and religious activity without permission	First Reminder	Reminder, and Social work for 2 hours.	Final reminder and social work for 4 hours, and informing parents/guardians.	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
31	Doing practical related work in the hostel	First reminder and seize the items	Second reminder and social work for 12 hours	Final reminder and forfeit boarder ship without stipend	
32	Not attending community service	Work for double the duration of that working hour. Repeated offence would invite progressive hours of punishment			
33	Not participating in the games and sports	Advice	Reminder, and Social work for 2 hours.	Final reminder and Social work for 4 hours, and informing parents/guardians.	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
34	Whistling, howling, and making detrimental comments during the cultural program and in the hostel.	If culprit is not caught/revealed. 1-day social work for the group/batch.	If culprit is not caught/revealed. 1 week of social work for the group/batch.	If culprit is not caught/revealed. Two weeks suspension for culprit.	Repetition of the offense after 3 rd time will lead to suspension for 2 weeks
35	Cheating/Plagiarism in assessment/ examination	Cancellation of the paper and award of zero	If the offence is repeated, the Assessment/Examination Committee shall take appropriate action.		

		in the particular paper.			
36	Chewing of Doma	Advice	Second reminder, and Social work for 2 hours	Final reminder and social work for 4 hours.	Repetition of the offence will lead to suspension for 2 weeks
37	Missing the prayer session	Prostate 100 times and offer 1 kg of Dalda.	Offer 3Kg Dalda and prostrate 300 times.	Offer 5Kgs Dalda and prostate 500 times.	Offering of Dalda and prostration will increase progressively by 200 each time for repeated offence.
38	Not reporting after leave or vacations.	Advice- Collect fines @Nu.100/day and mark absent from the class.	Final reminder with 1 week of social work and refer to counselor	Suspension for two weeks and inform parent/guardian	If repeated will lead to termination

NOTE:

- *The concerned authority/staff shall address the minor issue up to three times, after which it will be referred to the discipline committee.*
- *Trainee shall submit a written statement for any offence committed.*
- *If a trainee who has previously been punished for a rule violation commits a different offense, the next higher level of punishment shall be applied.*
- *Social work as a punishment shall be carried out within the institute campus during off hours.*
- *Any criminal case shall be referred to the relevant law enforcement agency.*
- *Instances of misconduct shall be reflected in the trainee's Character Certificate.*
- *If a trainee is convicted, he/she will be terminated from the institute.*
- *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.*
- *The offences listed in the table above are not exhaustive. Any conduct that undermines institutional discipline, safety, or integrity may also be treated as an offence.*

Forms:**A. Admission Form**

(Name of Institute & Logo)

ADMISSION FORM

Personal Details			
Name:		DoB:	Sex:
CID:	Contact number	<i>Bmobile:</i>	<i>TCell:</i>
email:			
Father's Name:		Mother's name:	
Occupation:		Occupation:	
<i>Bmobile:</i>	<i>TCell:</i>	<i>Bmobile:</i>	<i>TCell:</i>
Course applied:		Village:	
Gewog:		Dzongkhag:	
Guardian's Name:		<i>Bmobile:</i>	<i>TCell:</i>
Occupation:		<i>Relation:</i>	
Address:			
Last School attended			
University/College/Institute:		Location	Qualification
Class X:		Location	Qualification
ClassXII:		Location	Qualification
I hereby declare that all the aforementioned information is true, correct and complete to the best of my knowledge.			
Date:			

<i>For official purposes:</i>					
Course:	Token fee: Nu.50/-	Security Deposit: Nu. 1000/- (Refundable)	IDF: Nu. 300/		
Hostel Number:	Room	Admission Coordinator	Matron/Warden	Head of the Institute	

B. Letter of undertaking for trainees under 18 years.

I, the undersigned father/mother of _____ (Course: _____), hereby declare that:

- I admit my son/daughter to this institute of my own free will, with full faith and confidence that my child shall commit to training, institute programs, and abide by all Institute Rules and Regulations without fail.
- In the event my child violates Institute Rules and Regulations, or engages in disciplinary issues not specifically covered by the rules, I agree to accept the decisions of the committee as final.
- I understand that no one has control over unforeseen misfortunes.
- I understand and accept that my child shall be solely responsible for his/her safety and health while undergoing training or other SUPWs.

Dated signature (affix legal stamp)

Name.....
CID no.....
Village.....
Gewog.....
Dzongkhag.....
Contact number.....
Present address:.....

C. Undertaking form

**UNDERTAKING
(FOR IN-COUNTRY TRAINING)**

This undertaking shall be completed in all respects and duly signed by the candidate in accordance with the information contained therein prior to his/her commencement of the training programs.

I,(name of candidate) CID No
....., son/daughter of(name of parent) hereby
accept the offer of In-country training program from RGoB in
..... (mention the course) in
.....(mention institute/
dzongkhag) for a duration of..... Month/years.

I, as the recipient of the training scholarship, hereby agree and accept the following terms and conditions:

1. Pursue the course of study as offered by the Institute and complete it within the duration specified as per the course design.
2. Undertake the course as approved by the management and not change to another course once selected
3. Abide by all the rules and regulations of the institute concerned
4. Not discontinue the course and /or leave the institute prior to the completion of the course without written consent from the institute
5. Refund the stipend received to date, if:
 - 5.1 I fail to discontinue my studies for reasons attributable to my own decision, act, or omission.
 - 5.2 I am expelled from the institute on any disciplinary ground
6. The study/training shall be terminated if:
 - 6.1 My conduct is not in conformity to the training norms or institute rules;
 - 6.2 I do not fulfil the attendance requirement stipulated by the Institute;
 - 6.3 I indulge in substance abuse and vandalism of the national property

I hereby do confirm that I have been briefed on all rules, terms and conditions governing my training and I have understood them, including the implications and consequences of deviating from them. In particular, in the event that I do not adhere to any one of the above-stated terms and conditions, I understand that I may be liable for legal action in the Court of Law.

Place: (Affix Legal Stamp)
Date: Signature of the candidate
Contact No:

Witness
Name:
CID:
Present Address:

Glossary of Terms

Abuse: Physical, emotional, sexual, or psychological harm inflicted intentionally or through neglect.

Admission Committee: A formally constituted committee of the Institute responsible for overseeing, administering, and ensuring a transparent, fair, and merit-based admission process in accordance with approved criteria and national policies.

Bhutan Qualifications Framework: A national framework that defines qualification levels, learning outcomes, and competency standards for education and training programmes in Bhutan.

Bullying: Repeated intentional behavior verbal, physical, social, emotional, or digital that causes harm, intimidation, humiliation, or distress to an individual within or outside the Institute premises.

Civil Service Code of Conduct: The ethical and professional standards prescribed under the Bhutan Civil Service Rules and Regulations (BCSR) applicable to trainers and non-teaching staff.

Co-Curricular Activities: Activities beyond the core curriculum, such as sports, cultural events, workshops, and community outreach, that contribute to holistic development.

Community Service: Institute-initiated social or public service activities undertaken by trainees and staff to promote civic responsibility, teamwork, and social contribution.

Criminal Offense: Any illegal act by a trainee or staff that will be referred to the relevant law enforcement agency.

Disciplinary Action: Any corrective or punitive measure imposed by the Institute for violation of the IRR, ranging from warnings to suspension, termination, or expulsion, depending on the severity of the offense.

Disciplinary Committee: The authority responsible for investigating and taking action on serious rule violations or repeated offenses.

Disaster Management and Contingency Plan: An approved institutional plan outlining preparedness, response, recovery, and mitigation measures for disasters and emergencies.

Disaster Management Unit: A designated institutional body responsible for coordinating disaster preparedness, response, and recovery activities.

Driglam Namzha: The traditional Bhutanese code of etiquette and conduct governing behavior, dress, respect, and social harmony.

Daily Subsistence Allowance: A financial allowance paid to eligible trainees during approved industrial tours or official travel, as per government rules.

Examination Committee: A committee authorized to plan, coordinate, moderate, supervise, and ensure the integrity and fairness of all assessments and examinations.

Grievance Redressal Mechanism:

A formal institutional process for receiving, reviewing, and resolving complaints or grievances raised by trainees or staff in a fair and transparent manner.

Harassment: Any unwelcome verbal, non-verbal, physical, or psychological behavior that violates a person’s dignity, creates a hostile environment, or causes fear, humiliation, or offense.

Health In-Charge: A designated staff member responsible for coordinating health-related matters, first aid, and referrals to medical facilities.

Boarding Facility: Institute-provided residential accommodation for trainees, governed by specific rules related to discipline, safety, hygiene, and conduct.

Institute Development Fund: A designated fund maintained by the Institute for development activities, welfare support, and institutional improvements, governed by approved guidelines.

Industrial Tour: An organized educational visit to industries or workplaces intended to expose trainees to real-world industrial processes, practices, and work environments.

Institute Management: The official authority responsible for governance, administration, academic oversight, discipline, and overall functioning of the Institute.

Invigilator: A staff member appointed to supervise examinations, ensure compliance with examination rules, and maintain the integrity of the assessment process.

Mess Committee / Mess In-Charge: The body or individual responsible for overseeing mess operations, food quality, hygiene, budgeting, and grievance handling.

National Assessment and Certification System: The nationally approved system governing assessment standards, competency certification, and recognition of TVET qualifications in Bhutan.

No-Due Certificate: An official clearance document certifying that a trainee has no outstanding financial, material, or administrative liabilities with the Institute.

Non-Teaching Staff: Administrative, technical, and support personnel of the Institute who are not engaged in direct teaching or training activities.

Occupational Health and Safety (OHS): Guidelines and practices to maintain safe, hygienic, and hazard-free learning and working environments.

On-the-Job Training: Structured workplace-based training undertaken by trainees in accordance with approved OJT Guidelines to develop practical skills and industry exposure.

Personal Grooming: Maintenance of appropriate appearance, hygiene, and dress code standards to ensure safety and professionalism.

Prayer Councilor / Coordinator: A designated trainee or staff member responsible for organizing, coordinating, and monitoring prayer activities within the Institute.

Public TVET Institutes: Refers to all Technical Training Institutes and the Institute for Zorigchusum administered under the Department of Workforce Planning and Skills Development, Ministry of Education and Skills Development.

Re-assessment / Supplementary Examination: An additional assessment opportunity provided to trainees who do not meet competency requirements in the initial examination, subject to prescribed rules.

Safeguarding: Measures taken to protect individuals from harm, abuse, exploitation, neglect, and unsafe practices.

Sexual Harassment: Includes, but is not limited to:

- Unwelcome sexual advances or requests for sexual favors
- Sexually suggestive remarks, jokes, gestures, or messages
- Display of pornographic or offensive material
- Physical contact or threats of a sexual nature

Substance Abuse: The possession, consumption, distribution, or influence of alcohol, tobacco, drugs, doma, or other prohibited substances within the Institute or during Institute-related activities.

Trainee: An individual formally enrolled in a TVET programme and subject to the Institute's Rules and Regulations.

Trainer: An instructor or faculty member responsible for delivering training, mentoring trainees, enforcing IRR, and ensuring safety and quality of learning.

TVET Management Information System: The official digital platform used for managing trainee data, admissions, assessments, and institutional reporting.

Well-Being: Measures and practices to ensure physical, mental, emotional, social, and spiritual health of trainees and staff within the Institute environment.

Withdrawal: The formal discontinuation of training by a trainee, subject to approved procedures, financial settlement, and documentation requirements.

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Department of Workforce Planning and Skills Development
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