



**INSTITUTE RULES AND REGULATION**  
BHUTAN INSTITUTE OF TOURISM AND HOSPITALITY

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## **PROVISION**

No table of figures entries found. Being a member of BITH family provides each one of us the opportunity to learn from each other and practice the responsibilities that are required for a community to be safe and welcoming to each of its members. Achieving this is hard work that requires patience, critical thinking, compassion, and a commitment to the idea of community. Everyone benefits when we work together to create an inclusive and engaging campus.

We are committed to helping our trainees to navigate in a manner that exposes them, to all the Institute has to offer. We will provide opportunities to them to consider different perspectives and try new experiences as they progress toward their graduation. Our goal is to promote individual growth, facilitate constructive engagement in our community, and encourage the development of life skills that will help them to be successful beyond their time on campus.

Trainees are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others by following guidelines as stipulated in rules and regulations of the institute.

Rules and Regulations are designed to guide and encourage the trainees to behave properly.

For any matter not governed by these rules and regulations, new rules will be laid down as and when necessary and the same will be intimated to the trainees. All trainees are liable to abide by them. The management reserves the right to revise the rules and regulation as and when required.

## **CHAPTER 1: TRAINEE SUPPORT SERVICE**

### **1.1. EXTRACURRICULAR ACTIVITIES**

1.1.1.The academic session will be supplemented with various extracurricular activities such as quizzes, debates, cultural programs, games and sports etc.

1.1.2.All trainees shall take part in maximum activities in order to enhance their academic performance and improve mental and physical health.

### **1.2. INSTITUTE INFORMATION SYSTEM NOTICES**

All trainees must check the institute webpage and general notice board for all information, announcements and updates.

### **1.3. CHANGE OF PERSONAL DETAILS**

Trainees are obliged to inform the Institute of any changes in their personal details (address, telephone number, guardian, etc).

### **1.4. LOST AND FOUND**

1.4.1.Institute will not be liable for any lost items or belongings of the trainees must immediately be reported to the matron/warden.

1.4.2.Any belongings found in the premises should be handed over to the front desk.

### **1.5. DRESS CODE AND GROOMING**

1.5.1.Trainees should maintain the formal dress code (kira, tego, wonju, closed black shoes, gho, lagay or gong, full socks, well groomed) in the Institute premises.

1.5.2.Name tag shall be worn at all times.

1.5.3.Hair should be cut short and kept neat and tidy for gentlemen, no extreme hair color.

1.5.4.Ladies should tie their hair with bun if it is long, no extreme hair color.

1.5.5.The shoes should be polished.

1.5.6.Ladies shall use minimum make-up and no bright colors.

1.5.7.Ladies shall wear no fancy jewelry.

1.5.8.Gentleman shall not wear ear rings.

1.5.9.Entry into the campus without proper uniforms shall not be entertained during working days and other important occasions.

1.5.10. Piercing on face, body and hands shall not be entertained.

### **1.6. LEAVE PROCEDURES**

1.6.1.Trainees shall seek permission from the Principal to avail leave with justified reasons and duly signed by respective trainer

1.6.2.Trainee's leave application form must be counter signed by the guardian

1.6.3.In the event of trainees taking a medical leave, they shall get a prescription from the doctor to be produced to the authority.

1.6.4. Grading shall be affected if absent from the class without any serious reason or if not informed to the concerned trainer.

**1.7. VEHICLES/BICYCLES.**

Trainees should park their automobiles/bikes at the designated areas.

**1.8. PROHIBITED ITEMS**

It shall comprise the following items:

1.8.1. Alcohol, tobacco, doma, drugs, unsafe medicines and gum.

1.8.2. Any sharp materials which can be used as weapon

**1.9. FIRE SAFETY EQUIPMENT / SECURITY SYSTEMS**

1.9.1. Trainees may not in any way alter or tamper with existing locks, security systems, or fire safety equipment.

1.9.2. Tampering with fire extinguishers and fire alarms shall result in a fine levied against the trainee.

## **CHAPTER 2: TRAINEE'S CODE OF CONDUCT**

The trainee's Code of Conduct applies to any trainee enrolled in the Institute including short courses. The Code applies to conduct that occurs on or near the premises of the Institute. It also applies to conduct that occurs elsewhere if it is related to Institute programs or activities, or if it occurs in the context of a relationship between the trainee and a third party that involves the trainee's standing, status or academic record at the Institute.

**2.1. PERSONAL CONDUCT**

**All trainees must:**

- 2.1.1. Treat all other trainees, faculty members, staff, visitors and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
- 2.1.2. Maintain a cooperative and collaborative approach to inter-personal relationships.
- 2.1.3. Act honestly and ethically in their dealings with other trainees, faculty members, staff, visitors and any other members of the public.
- 2.1.4. Respect the privacy of other trainees, faculty members, staff, visitors and any other members of the public.
- 2.1.5. Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other trainees, faculty members, staff, visitors and any other members of the public to carry out their study, assignment or work at the Institute, including in the Library, Class rooms, Seminar Halls and laboratories.
- 2.1.6. Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other trainees, faculty members, staff, visitors and any other members of the public.

- 2.1.7. Ensure that they do not become involved in any form of ragging within or outside the Campus.
- 2.1.8. Ensure that they do not indulge in any act of indiscipline as defined in rules and regulations of the institute.

## **2.2. ACADEMIC CONDUCT**

### **All trainees must:**

- 2.2.1. Ensure that their enrolment and progress in their award is lawful and consistent with the statutes, rule and resolutions of the Institute. It is a trainee's responsibility to maintain current information in the student information system and observe key dates and deadlines.
- 2.2.2. Read all official correspondence from the institute; including email and take appropriate action.
- 2.2.3. Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations, informal tests and lab/practical exams.
- 2.2.4. Avoid any activity or behavior that would unfairly advantage or disadvantage another trainees academically.
- 2.2.5. Behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during extramural events, placements and OJT program.
- 2.2.6. Use Institute resources in a lawful and ethical manner and for Institute purposes only, unless express permission has been granted for non-Institute or private usage.

## **CHAPTER 3: CLASS ROOM REGULATION**

### **All trainees must:**

- 3.1.1. Wear the prescribed dress code (both in theory and practical classes).
- 3.1.2. Be well groomed.
- 3.1.3. Attend all the theory and practical classes at the stipulated time and place as notified from time to time without fail. The Institute reserves the right to change the premises as and when required.
- 3.1.4. Not bring food and drinks that are not required in the class.
- 3.1.5. Not play in the classrooms or make any kind of loud noise
- 3.1.6. Be responsible for proper waste disposal in the classrooms.
- 3.1.7. Take care the Institute property.
- 3.1.8. Not take the equipment and materials out of the classroom or training without permission.
- 3.1.9. Maintain proper discipline in the class rooms at all times.
- 3.1.10. Keep their mobile phone off.

## **CHAPTER 4: DISCIPLINARY MEASURES**

In an effort to promote excellent educational wellbeing of the trainees and the advancement of the institution, the trainees are to be counseled and guided to perform to the best of their capabilities. As part of providing a supportive and communicative working environment, management and faculty are encouraged to correct ineffective or unhelpful behavior in a timely manner to help the trainees attain a more productive performance. However, disciplinary measures may be taken by the Institute against any trainee who breaches provisions of the Institute regulations.

The following acts will be construed as acts of indiscipline and punishable under the Disciplinary rules of the Institute. Trainees are instructed not to get involved in any of these acts.

### **4.1. DISCIPLINARY PROCEDURE**

4.1.1. When issuing a warning letter to the trainee, Disciplinary committee must clearly relate to the trainee's the breached offence, the cause of concern and the behavior expected to correct the errors, as well as the ramifications of future offences.

4.1.2. Penalties may be used at Disciplinary committee's discretion to correct unacceptable behavior in lieu of other disciplinary action, depending on the severity of the offence.

### **4.2. Written Records**

4.2.1. All warnings will be documented and forwarded to Admin. Assistant to be placed in the trainee's personal file. The document will include a brief account of the incident, a statement from the trainees, any corrective actions required and the disciplinary action liable in the event of a further failure to meet required standards.

4.2.2. The First and Final Written Warning statements will be signed by the trainees, Disciplinary Committee and Principal.

### **4.3. CATEGORIES OF MISCONDUCT**

The following list of offences is not exhaustive. Those concerns not itemized will be dealt on an individual basis by the Disciplinary committee

#### **4.3.1. Minor Offence**

4.3.1.1. Late arrival to class without valid reasons

4.3.1.2. Absent from the regular gathering

4.3.1.3. Shouting and teasing others

4.3.1.4. Bullying friends

4.3.1.5. Improper dresses

4.3.1.6. Using mobile Phone/ any other music system in the class

4.3.1.7. Improper use of Institute facilities

4.3.1.8. Other problem not covered but that may arise.

#### 4.3.2. **Major offence**

- 4.3.2.1. Chewing beetle nuts and smoking in the Institute premises
- 4.3.2.2. Substance abuse
- 4.3.2.3. Fighting with friends and outsider
- 4.3.2.4. Going against institute staff
- 4.3.2.5. Intimate relation with Institute staff
- 4.3.2.6. Going out of class without permission
- 4.3.2.7. Gambling in the Institute premises
- 4.3.2.8. Damaging the property belonging to Institute and others
- 4.3.2.9. Poorly groomed, improperly dressed or any violation of the Institute's hygiene and grooming standards
- 4.3.2.10. Unexcused/unexplained absence from class for 1-2 days.
- 4.3.2.11. Repetitive breach of minor offence
- 4.3.2.12. Other problem not covered but that may arise

#### 4.3.3. **Severe Offence**

- 4.3.3.1. False document/information provided to the institute
- 4.3.3.2. Willful or deliberate destruction of Institute property resulting in a loss of monies.
- 4.3.3.3. Theft or embezzlement of property owned by the Institute, training hotel, guests or others.
- 4.3.3.4. Drunkenness while on Institute premises.
- 4.3.3.5. Vandalism such as writing on walls, or hotel property, or spitting on the floors or walls.
- 4.3.3.6. Unexcused/unexplained absence from class for 3-5 days.
- 4.3.3.7. Repetitive breach of major offence.
- 4.3.3.8. Other problem not covered but that may arise

#### 4.4. **DISCIPLINARY STAGES**

##### 4.4.1. **Stage 1: Verbal Warning:**

A verbal warning should be given to the trainee after he or she has been counseled about a **minor** misconduct or performance deficiency.

##### 4.4.2. **Stage 2: First Written Warning:**

A first written warning is given for a major misconduct or a repeated minor offence.

##### 4.4.3. **Stage 3: Final Written Warning:**

A final warning is given for a serious offence or after repeated misconduct at a minor level. The trainees must be made well-aware that any further misconduct may lead to dismissal.

##### 4.4.4. **Stage 4: Dismissal**

Severe Offence which has considerable impact on the Institute will lead to dismissal from the Institute.



#### 4.5. **Written Warning**

The Written warning should state:

- 4.5.1. The nature of the misconduct and recurrences;
- 4.5.2. The date, time and venue of the meeting.
- 4.5.3. After investigating the case, the Disciplinary Committee may either give a formal verbal warning or issue a formal written warning.
- 4.5.4. The letter should state the nature of the warning (formal verbal or written warning) and clearly state what disciplinary action will be taken if misconduct recurs.
- 4.5.5. A copy of the letter should be inserted in the trainee's file. Another copy will be sent to the parents/guardian and to the employer if the act of misdemeanor has occurred on the premises where the trainee is undergoing OJT.

#### 4.6. **MEASURES FOR CORRECTION**

- 4.6.1. Minor offences should be dealt directly by member of the lecturing staff/concerned authority in contact with the trainees.
- 4.6.2. Interrogation / counseling/ first written warning shall be given to trainee. Letter of
- 4.6.3. Explanation shall be obtained from the trainee.
- 4.6.4. Letter of assurance, not to repeat and breach any rules will be obtained from trainee.
- 4.6.5. Parent or guardian shall be informed and assurance letter will be obtained from parent or guardian.
- 4.6.6. A final written warning shall be given for a repeated minor offence

#### 4.7. **MAJOR OFFENCE SHOULD BE DEALT BY DISCIPLINARY COMMITTEE**

- 4.7.1. Interrogation / counseling/ final written warning shall be given to trainee. Letter of explanation shall be obtained from the trainee.
- 4.7.2. Parent or guardian shall be informed.
- 4.7.3. Suspension without stipend.
- 4.7.4. Expel from the institute or withheld certificate

#### 4.8. **COMPLAINT PROCEDURE**

##### 4.8.1. **Complaint**

Complaint should be filed against any violations of the rules. The complaint should be in writing.

##### 4.8.2. **Communication**

All communication (requests for meetings, notifications, notice of hearings, etc.) will be provided via the official Institute e-mail address.

##### 4.8.3. **Rights of the violator**

Throughout the Conduct process, the violator is granted the following rights:

- 4.8.2.1. To be accompanied by an advisor of his/her choice

- 4.8.2.2. To call and question relevant witnesses
- 4.8.2.3. To present information in his/her behalf
- 4.8.2.4. To waive any of the above rights.

#### **4.8.3. Investigation and Resolution Process**

- 4.8.3.1. An investigation begins when a complaint is forwarded and the case is opened by the disciplinary committee. During the investigation, a trainee should continue to attend class and required Institute functions unless otherwise instructed by the concerned authorities.
- 4.8.3.2. The decision of the management shall be final and binding on all matters pertaining to the Institute.

### **CHAPTER 5: DUTIES AND RESPONSIBILITIES OF DISCIPLINARY COMMITTEE**

#### **5.1. PURPOSE AND AUTHORITY OF THE DISCIPLINE COMMITTEE**

The Institute's mission encourages trainees to explore in order to advance knowledge at the highest level. It also expects its trainees to uphold the highest standards of respect, integrity, and civility. With this context, the Discipline Committee was created to resolve complaints of alleged violations of rules, regulations and policies by a trainee. The Discipline Committee act with power to hear cases and to decide the appropriate action, including, but not limited to, warning, physical work, suspension, and expulsion.

The Institute reserves the right to take any action that it deems as necessary or appropriate to protect the intellectual integrity, safety, and wellbeing of the institute. To that end, trainees are expected to abide by the rules, regulations, and policies of the Institute.

#### **5.2. DUTIES AND RESPONSIBILITY**

- 5.2.1. Ensure that trainee abide by the rules, regulations, and policies of the institute
- 5.2.2. Brief trainees on institute rules and regulation
- 5.2.3. Ensure that trainee adhere to Trainee Code of Conduct
- 5.2.4. Ensure that trainee follow grooming standard of the institute
- 5.2.5. Provide counseling to trainee whenever necessary
- 5.2.6. Take disciplinary action against violation of institute rules and regulation as per disciplinary guidelines
- 5.2.7. Maintain record of discipline process which consists of: 1. complaint and trainee's statement and 2. The decision letter or disciplinary notice.
- 5.2.8. Monitor trainee leave.

**REFERENCE:**

- Royal University of Bhutan.
- Rules and Regulation, Royal Institute of Management
- Rules and Regulations, Brainware Group of Institution
- Rules and Regulations, Swiss Hospitality School-Vocational Education