

Student Handbook
(July 2025 – June 2026)

Apollo Bhutan Institute of Nursing

White House Apartments Complex #1, Khachen Lam, Thimphu, Bhutan

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This document is intended solely for use by students of the Apollo Bhutan Institute of Nursing.

Personal Information

(Please fill in your details below.)

1. Name:
2. CID Number:
3. Registration Number:
4. Contact Number:
5. Program:
6. Year:
7. Semester:

Foreword

On behalf of the management and faculty, I extend my heartfelt welcome to all students joining the Apollo Bhutan Institute of Nursing (ABIN), Thimphu.

Your journey at ABIN marks the beginning of a transformative chapter—one filled with opportunities to gain knowledge, grow personally, and shape a meaningful future in nursing. At ABIN, we are deeply committed to fostering a nurturing and empowering environment where you can thrive both academically and personally.

This Student Handbook has been thoughtfully prepared to guide you through the academic procedures, course structures, and institutional policies that will shape your educational experience. It also outlines the values, standards of conduct, and expectations that define our vibrant learning community. We encourage you to make regular use of this handbook, as it will serve as a dependable guide throughout your journey at ABIN.

Our dedicated faculty and staff are here to walk beside you on this journey—providing support, mentorship, and encouragement as you pursue excellence in nursing. Whether in the classroom, during clinical practice, or in planning your future, we are here to help you make the most of every opportunity.

As you step into this exciting new phase of life, know that you are not alone. The entire ABIN family—the Dean, our faculty, staff, and I—stand ready to support and celebrate your every achievement.

We wish you an inspiring, enriching, and successful experience at ABIN. May this handbook serve you well as a reliable guide and steady source of support on your path to becoming a compassionate and skilled nursing professional.

(Ashi Khendum Dorji)

Chief Executive Officer,
Apollo Bhutan Institute of Nursing,
Thimphu: Bhutan.

Acknowledgement

This Student Handbook has been developed by the faculty and staff of the Apollo Bhutan Institute of Nursing (ABIN), drawing on references from student handbooks of colleges in Bhutan and other countries in the region.

ABIN extends its sincere gratitude to all faculty and staff members who contributed to the development of this handbook. We would also like to express our appreciation to the reviewers and proof-readers for their valuable time, feedback, and suggestions.

This handbook is intended solely for use by students of the Apollo Bhutan Institute of Nursing as a reference guide.

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1. Introduction

The Student Handbook is intended to serve as a practical guide to assist students in navigating their educational journey at the ABIN. It provides essential information on services, procedures, policies, and institutional requirements. The primary purpose of this handbook is to outline the general rules and regulations, as well as the rights and responsibilities of students, to foster a supportive and positive learning environment.

This handbook should be used in conjunction with other official documents of the Institute. Students will be notified of any changes or updates to procedures and policies. All students are expected to comply with the contents of this handbook, including any amendments communicated to them during their time at the Institute.

ABIN operates under Apollo Bhutan Education Private Limited (ABEPL), a Foreign Direct Investment (FDI) initiative established by the Apollo Group of India in collaboration with Ashi Khendum Dorji. The Apollo Group has successfully established over seventy hospitals and twelve nursing colleges across India. Over the past two decades, Apollo's contributions to medical and health education have significantly advanced the fields of nursing, medicine, and allied health sciences both in India and internationally.

As a recognized partner of the Apollo Group, ABIN benefits from academic and professional opportunities such as student exchange programs and clinical training at Apollo Hospitals and nursing colleges in India. This partnership enhances the value of nursing education at ABIN by offering pathways for assured employment—either within Apollo Hospitals or abroad—through Apollo's extensive network and affiliations.

ABIN is regulated by the Medical and Health Professionals Council (MHPC) under the Bhutan Qualifications and Professionals Certification Authority (BQPCA), and is affiliated with Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB). Currently, ABIN offers a three-year diploma program in General Nursing and Midwifery (GNM).

2. Philosophy

Nursing education plays a vital role in promoting the health and quality of life of individuals and communities. It is a lifelong, self-directed, yet interactive process that empowers learners to think critically and realize their full potential both as individuals and as contributing members of the nursing profession and society.

Being self-directed means that students are expected to engage beyond classroom instruction by independently reading materials and seeking information through the library and other resources.

The core components of professional nursing education include liberal education, professional values, clinical reasoning, and role development. Faculty members serve as guides, facilitators, and evaluators of learning, fostering curiosity, creativity, and critical thinking. This approach

prepares students to competently practice nursing in a rapidly evolving healthcare environment across diverse settings. Moreover, professional nurses are expected to commit to lifelong learning to remain current with advances in healthcare and nursing practice.

3. Vision

Apollo Bhutan Institute of Nursing strives to provide the best nursing education by integrating continuous quality improvement, modern technology, and cost-effectiveness.

4. Mission

To establish a "Centre of Excellence" for healthcare education at the international level through a quality-driven approach, professional development, and research.

5. Aims and Objectives

- 6.1. To facilitate the development of students' cognitive, intellectual, and psychosocial abilities.
- 6.2. To cultivate values and a caring attitude toward humanity.
- 6.3. To inculcate professionalism.
- 6.4. To promote the use of technology in nursing.

6. Core Values

The core values that guide how we work and interact with others at the Institute are:

A = Accountability

B = Best of the Best

I = Integrity

N = Nurturing

7. Admission Procedures

7.1 How to Apply for Admission

7.1.1. Apply online via the admissions portal: <https://www.apollobhutan.edu.bt/admissions/>

7.1.2. Alternatively, you may visit the Institute in person at White House Apartment Complex, above NPPF Colony, Thimphu, to apply.

7.2 Eligibility Criteria

- 7.2.1. Science stream candidates must have passed Class XII with a minimum aggregate of 40%.
- 7.2.2. Arts and commerce stream candidates must have passed Class XII with at least 60% in five subjects, including English and Dzongkha.
- 7.2.3. All three streams (science, arts, commerce) are currently eligible for admission.
- 7.2.4. Selection is based on merit ranking.

7.3 Documents Required

Applicants must submit the following documents as part of the admission process:

- 7.3.1. Original Class X and Class XII mark sheets.
- 7.3.2. Original Transfer Certificate.
- 7.3.3. Original Character Certificate.
- 7.3.4. Copy of Medical Certificate.
- 7.3.5. Copy of the student's CID.
- 7.3.6. Copies of both parents' CIDs.
- 7.3.7. Two recent passport-sized photographs.
- 7.3.8. Two legal stamps.

The Admission Committee will verify all submitted documents and ensure that the fee payment is complete before enrolment, along with obtaining a legal undertaking from the applicant.

8. Rules and Regulations

In alignment with Bhutan's vision of Gross National Happiness and in the spirit of fostering culture, discipline, integrity, responsibility, and mutual respect, the following Rules and Regulations have been established. All students are expected to comply fully. Any violations will be treated with seriousness and may lead to disciplinary action.

8.1 General Rules (Minor Offenses)

A student shall:

- 8.1.1. Abide by all rules and regulations framed by the Institute and any amendments made from time to time.
- 8.1.2. Wear the proper uniform:
 - Girls: neat, tied hair
 - Boys: short hair
 - Black leather shoes with flat soles
 - Black or navy-blue socks
 - Stud earrings only (no hanging types)

- Short nails without nail polish
- Presentable makeup, if used
- 8.1.3. Dress neatly for social work and other non-uniform activities.
- 8.1.4. Be accountable to ward in-charges, technical coordinators, and clinical supervisors during clinical and field attachments.
- 8.1.5. Maintain silence in classrooms, the library, offices, and corridors.
- 8.1.6. Be punctual and maintain regular attendance for classes, clinical, and community postings.
- 8.1.7. Not be late by more than 15 minutes to any scheduled session.
- 8.1.8. Participate actively in all institutional activities and attend the Wednesday assembly at 8.30 AM.
- 8.1.9. Carry out all assigned duties.
- 8.1.10. Not entertain visitors or friends during class or duty hours.
- 8.1.11. Not use mobile phones or eat during class or official events.
- 8.1.12. Phones, smartwatches, and other electronic devices must be in silent mode during classroom sessions, simulation labs and are not allowed in clinical areas.

8.2 Major Offences

Violations listed below are considered major and may result in serious disciplinary action, including dismissal from the Institute, depending on the severity.

A student shall:

- 8.2.1. Maintain ethical and professional conduct inside and outside the Institute, including in hospitals and community settings.
- 8.2.2. Not engage in self-harm, harm to others, or willful destruction of Institute property. Any damages must be compensated by the responsible individual.
- 8.2.3. Not participate in gambling, stealing, smoking, drinking, or possession/use of intoxicants or psychotropic substances.
- 8.2.4. Not engage in religious intolerance or incite communal disharmony.
- 8.2.5. Not form unauthorized groups or hold meetings with ulterior motives.
- 8.2.6. Not possess any weapons or harmful tools.
- 8.2.7. Not display disrespectful or abusive behaviour such as bullying, ragging, teasing, or being confrontational.
- 8.2.8. Avoid inappropriate or secretive relationships that may lead to unwanted consequences.
- 8.2.9. Not participate in any unlawful or prohibited activities under national law.
- 8.2.10. Cooperate with disciplinary proceedings, including meeting with the disciplinary committee with parents or guardians when called.

9. Clinical Duty Rules

9.1 Do's and Don'ts during Clinical Attachment

All students must:

- 9.1.1. Follow the clinical duty roster strictly. No self-swapping of duties is allowed.
- 9.1.2. Report to duty 15 minutes before the scheduled time.
- 9.1.3. Change into uniforms only in designated hospital areas. Uniforms should be worn only within hospital premises.
- 9.1.4. Not leave campus without supervisor permission.

9.2 Makeup Duties during clinical placement:

- 9.2.1 Absences must be made up at a 1:4 ratio as per academic regulations.
- 9.2.2. For sick leave, submit a valid medical prescription and make up duty at a 1:1 ratio.
- 9.2.3. For approved personal leave, complete makeup duty at a 1:1 ratio.
- 9.2.4. Late reporting beyond 30 minutes will require a full day's (6-hour) makeup duty.

9.3 During Clinical Hours, Students Must:

- 9.3.1. Carry pocket articles and essential tools.
- 9.3.2. Maintain a daily reflective journal to be submitted every Saturday to the supervisory lecturer.
- 9.3.3. Have clinical procedures signed off by preceptors.
- 9.3.4. Not leave duty stations without prior permission.
- 9.3.5. Report to the in-charge staff at the start of each shift.
- 9.3.6. Carry a diary/notebook at all times during duty to record learning.
- 9.3.7. Avoid any prohibited substances or restricted behaviour in the hostel or clinical areas.
- 9.3.8. Not carry sharp objects or weapons on campus or in the hostel.
- 9.3.9. Maintain cleanliness in hostel rooms and surroundings.
- 9.3.10. Dispose of waste, including sanitary pads, responsibly.
- 9.3.11. Follow all clinical rules in this handbook.
- 9.3.12. Respect mentors, preceptors, and senior staff.
- 9.3.13. Please return to the hostel by 10 PM; the hostel gates will be closed thereafter.
- 9.3.14. Conduct a proper room handover to the supervisor and the students' group leader before vacating.

10. Major Clinical Rules

A student shall:

- 10.1. Maintain patient confidentiality at all times.
- 10.2. Respect patient autonomy during care.
- 10.3. Prioritise the safety of clients, peers, and self.

- 10.4. Avoid performing procedures without adequate training.
- 10.5. Not use alcohol or any prohibited substances.
- 10.6. Collaborate with preceptors to ensure quality care.
- 10.7. Follow all rules of the clinical institution.

Note: Additional rules and responsibilities will be communicated prior to each clinical posting, and students must sign a legal undertaking.

11. Leave Rules

- 11.1. Students are entitled to one month of summer and one month of winter vacation.

11.2 Other Leave Guidelines

- 11.2.1. For medical leave, first consult the Institute's doctor, who will determine whether further treatment is needed.
- 11.2.2. For any other leave, submit an application to the class mentor.
- 11.2.3. All leave applications must be countersigned by a parent/guardian with contact details. If a guardian is unavailable, the class mentor will verify the request by phone.
- 11.2.4. Be eligible for bereavement leave for one week in the event of the death of immediate family members (parents, spouse, children).

12. Dress Code

The following prescribed Uniform must be worn neatly and clean at all times in clinical and classes.

During clinical placement in hospitals and health centres:

Boys: White pants, white shirt, black blazer/sweater, black leather shoes with soft soles, navy blue/black socks.

Girls: White kira, white shirt, black sweater/blazer, dark blue apron, black leather shoes with soft soles, navy blue/black socks.

Student ID card: Must be worn visibly.

During the class hours in the Institute:

Boys: Ada Mathra Gho, black leather shoes with soft soles, navy blue/black socks.

Girls: Ada Mathra Kira with blue Tego and yellow Wonju, black leather shoes with soft soles, navy blue/black socks.

13. Assessment and Examinations

Assessment Types:

- 13.1. **Continuous Assessment (CA):** weightage allocated is 40% in theory and 50% in practicum component.

- 13.2. **Summative Assessment:** weightage allocated is 60% in theory and 50% in practicum component.
- 13.3. Most modules include both assessment modes. However, a few do not have semester-end examinations. In such cases, summative marks are derived from cumulative Continuous Assessment scores

14. Eligibility to Appear for Examinations

14.1. Academic Attendance Requirements

To be eligible for examinations, students must meet the following attendance criteria:

- 14.1.1. Minimum 90% attendance in each theory module.
- 14.1.2. Minimum 95% attendance in each practical module or unit, including fieldwork.
- 14.1.3. Students failing to meet these requirements will not be allowed to sit for the respective module or paper.
- 14.1.4. Notwithstanding point (c) above, the Dean may consider exemptions for valid reasons such as serious illness, compelling family obligations, or national duties.

15. Continuous Assessment Requirements

- 15.1. Students must pass the Continuous Assessment (CA) for each module or paper to qualify for the summative examination.
- 15.2. Students failing CA in less than 50% of the total modules/papers may reappear for re-examination after clearing CA requirements.

16 Absence from Examinations

- 16.1. A registered student who misses an examination due to the following reasons may apply for special permission to reappear:
- Force majeure events
 - Sudden illness or the death of an immediate family member
- 16.2. Such a request must be submitted in writing to the Chairperson of the Institute Examination Committee within five (5) working days of the missed examination.
- 16.3. The Examination Committee shall review the application and, if justified, may allow the student to take the examination as a regular attempt.
- 16.4. A student who misses an examination without valid justification or supporting documents will be considered to have attempted the exam and will receive a zero score for the missed module/Paper.

17. Minimum Passing Criteria

- 17.1. A student must obtain an aggregate of 50% in each module to pass.
- 17.2. A minimum of 50% must be obtained in both the Continuous Assessment and Summative Assessment components individually.

18. Re-Examination

Students may be eligible for re-examination under the following conditions:

- 18.1. If the student fails in less than 50% of the total modules/papers.
- 18.2. If the student fails to meet attendance requirements in less than 50% of the total modules/papers.
- 18.3. Re-examinations will be held one month after the declaration of results.
- 18.4. Students passing re-examinations will be awarded the minimum pass mark only.
- 18.5. Re-examination fees must be paid as per the University-approved fee structure.

19. Repeat Semester

A student shall repeat the semester under the following conditions:

- 19.1. Fails in more than 50% of total modules/papers.
- 19.2. Fails CA in more than 50% of total modules/papers.
- 19.3. Fails to meet the attendance requirement in more than 50% of total modules/papers.
- 19.4. Fails in the re-examination.
- 19.5. A student shall repeat the failed semester only once. Failure to pass after the second attempt will result in discontinuation from the program.

20. Re-Checking of Answer Scripts

- 20.1. Re-checking is limited to the recounting of marks only.
- 20.2. A non-refundable fee per module will be charged, as per University regulations.
- 20.3. Requests for re-checking must be submitted in writing within 10 working days of result declaration to the Chairperson of the Examination Committee.
- 20.4. A minimum of two examiners, excluding the original subject teacher, will conduct the re-checking.

21. Academic Dishonesty and Plagiarism

The Institute shall view any form of academic dishonesty, including plagiarism and acts of unfair means in examinations, as a serious offence and shall deal with it as per the ***Assessment and Examinations Guidelines of the University***. All other examination matters not covered in this handbook shall be governed by the Academic Regulations and Assessment and Examination Regulations of KGUMSB (2021).

22. Rewards

22.1. Certificates

22.1.1. Certificates shall be awarded to students who attain the highest scores or demonstrate outstanding academic performance in a given academic year.

22.2. Scholarships

Merit-based scholarships, in the form of tuition fee waivers, shall be awarded every semester to students securing the 1st, 2nd, and 3rd positions, provided their academic scores exceed 80%. The scholarship allocation shall be as follows:

- 1st Position: 30% tuition fee waiver.
- 2nd Position: 20% tuition fee waiver.
- 3rd Position: 15% tuition fee waiver.

22.3. The Highest academic honour, His Majesty's Award, shall be conferred upon the student who achieves the top position with outstanding performance upon completion of the course. This award shall be coordinated and conferred by the University.

23. Councillor and Student Representative Selection

23.1. Election of Student Councillor

A Student Councillor shall be elected, preferably from the 2nd or 3rd year, through a democratic process coordinated by the institute.

23.1.1. Nomination Criteria

Candidates for the position of Student Councillor must meet the following criteria:

- Good academic record
- Demonstrated leadership qualities
- Exemplary character and positive attitude
- Active participation in extracurricular activities
- No history of disciplinary issues

23.2. Terms of Reference for Student Councillor

The student government body shall consist of the following elected members:

- Councillor
- Vice Councillor

- Counselor Representatives
- Games Captain
- Health Captains (one male, one female)

23.2.1. Responsibilities and expectations include:

Communication: Representatives are expected to communicate discussion outcomes and feedback from meetings to their peers.

Support in Academics and Services: Student Councillor shall assist faculty members in academic-related activities and address issues concerning student services.

Transparency: Counsellors must maintain transparency with both students and faculty members.

23.2.2. Participation in Meetings:

23.2.2.1. Attend semester team meetings to provide input on student welfare and academic matters.

23.2.2.2. Submit agenda before meetings.

23.2.2.3. A maximum of 15 minutes will be allocated at the beginning of the meeting for student representative agenda items.

23.2.2.4. **Referral of Individual Concerns:** Student representative(s) shall not present individual student issues in the meeting. If approached by a fellow student with a personal concern or complaint, the representative should refer the student to the Student Affairs Focal or their respective mentor.

23.2.3. Role Modelling and Conduct:

23.2.3.1. Counsellors are expected to be role models, strictly adhering to institutional rules and encouraging others to do the same.

23.2.3.2. They must help ensure that all students collaborate effectively and uphold the decorum of the institute, both on and off campus.

23.2.4. Councilor

23.2.4.1. A Councilor shall be elected from among the 3rd-year students.

23.2.4.2. The Councilor is responsible for coordinating all Student Council activities and typically presides over Student Council meetings.

23.2.4.3. The Councilor represents the student body to both the administration and fellow students.

23.2.4.4. The Councilor must be prepared to explain or account for the actions and decisions of the Student Representatives.

23.2.5. Councilor Representatives

23.2.5.1. Councilor Representatives shall be elected from the 1st-year cohort, preferably with one representative from each section to ensure effective coordination and communication with new students.

23.2.5.2. They shall coordinate activities in the interest of the institute and assist in disseminating relevant information.

23.2.5.3. A Councilor Representative shall serve as a substitute for the senior Councilor(s) during their absence, particularly when they are away on clinical attachments or other legitimate grounds.

23.2.5.4. Acts as a liaison between the student body and academic leadership, ensuring effective communication and coordination.

23.2.5.5. Monitors classroom cleanliness by overseeing the daily duties of classroom cleaners and reporting any lapses to the respective class teachers.

23.2.5.6. Assists faculty members in academic and administrative tasks as needed.

23.2.6. Culture Captain

23.2.6.1. One cultural captain shall be nominated from among the students.

23.2.6.2. The Culture Captain is responsible for coordinating cultural events and activities within the institute as required.

23.2.7. Games Captain

23.2.7.1 One game captain shall be nominated from among the students.

23.2.7.2. The Games Captain is responsible for organising and coordinating sports and physical activities within the institute as needed.

24. Terms of Reference for the Disciplinary Committee

24.1 Composition

The Disciplinary Committee shall consist of the following members:

- **Chairperson** – Deputy Dean, Student Affairs

- **Dean** as a member
- **Deputy Dean**, Academic Affairs, as a member
- **Administrative/HR Officer** as a member
- **Respective Class Mentor** as a member
- **Institute Examination Coordinator as a member**
- **Quality Assurance Focal Person** as a member
- **Student Counsellor as a member**
- **Student Representative** as a member
- **Representative(s) from the Teaching Hospital** (for clinical matters) as a member

24.2 Quorum

A quorum of three-fourths ($\frac{3}{4}$) of the total committee members is required for any meeting to proceed.

24.3. Complaint Management

24.3.1 Scope and Procedures

- a. The Committee shall deliberate on all matters related to student discipline.
- b. All complaints must be routed through the respective Class Mentor, Clinical Supervisor, or Provost—whichever is most relevant to the nature of the issue.
- c. Only written complaints addressed to the Chairperson of the Disciplinary Committee shall be considered.
- d. Upon receipt of a valid complaint, the Committee shall convene, deliberate, and issue a decision within one week.
- e. Decisions shall be made by consensus, based on the nature and severity of the rule violation. In the absence of consensus, a simple majority vote shall determine the outcome.
- f. The Committee's decision shall be final and binding.
- g. All decisions and actions taken shall be documented in writing and communicated to the concerned student and their parent/guardian.
- h. If a student is dissatisfied with the Committee's decision, they may file an appeal within ten (10) working days to the **University Appeal Committee** from the date the decision is issued.

24.4. Disciplinary Actions

24.4.1. For Violation of Minor Rules

- a) First offense:: Verbal warning.
- b) Second offence: Written warning issued by the Chairperson and recorded in the student's file.
- c) Repeated offense: After a written warning or violation of multiple minor rules in a single incident: Issuance of a final written warning notice.

- d) Any further offense: following a final written warning may result in suspension or termination from the course, at the discretion of the Committee.
- e) Unauthorized items shall be confiscated if found in connection with a rule violation.
- f) Deductions from the concerned student's security deposit to cover any damage caused to the institute's property.
- g) Failure to obtain due clearance from the institute before graduation may result in the withholding of transcripts or certificates by the administration.

24.5 For Violation of Major Rules

- a) First offense: Issuance of a final written warning notice.
- b) Repeated offense: May result in suspension, or termination from the course, depending on the Committee's decision. The committee decision shall be guided by the severity of violation of the rules.
- c) Students suspected or found to be involved in the illegal use of psychotropic substances shall be referred for drug testing, treatment, and counselling services.
- d) Any other offense not explicitly mentioned but deemed serious in nature shall be handled at the discretion of the Disciplinary Committee.

24. Payment of Fees

24.1 The tuition fee per semester is Nu. 100,000 (One Hundred Thousand). The registration fee and security deposit are one-time payments.

- Registration Fee: Nu. 10,000 (non-refundable)
- Security Deposit: Nu. 5,000 (refundable upon program completion subject to no damage to institute property)
- Total first-semester fee: Nu. 115,000

24.2. An initial payment of Nu. 50,000.00 (fifty thousand) is required to confirm the seat during the admission process. The remaining Nu. 65,000 must be paid by the specified deadline.

24.3. A legal undertaking will be executed at the time of fee payment to prevent future misunderstandings. Additionally, a general undertaking must be signed by the parent/guardian during enrolment (refer to Appendices 1 and 2).

24.4. The total tuition/lab/clinical fee of Nu. 200,000 can be paid in two installments of Nu. 100,000 per semester. Further details are available on the institute's website.

24.5. Tuition fees are subject to an increase of up to 10% every year.

25.0. Fee-related penalties

a. The following penalty fees will be applied for delayed payments:

I. Nu. 1,000 after 15 days from the start of the semester

II. Nu. 100 per day thereafter

- b. If a student withdraws from the course after the academic session has commenced but before its completion, or if the student is terminated from the course due to disciplinary or academic issues, he/she shall be liable to pay 50% of the remaining total course fee.
- c. Tuition and other fees already paid are non-refundable after enrolment.
- d. In the event of non-payment of the penalty, the student's original documents will be retained by the institute until the dues are cleared.
- e. If a candidate withdraws after confirming his/her admission—by paying the seat confirmation fee and signing the undertaking—but before the academic session begins, the seat confirmation fee of **Nu. 50,000.00** shall be non-refundable.

26.0. Academic Calendar

26.1 The academic calendar will be displayed on the notice board and shared with students in advance.

26.2 Academic semesters will be held as follows:

- **Fall semester:** July to December.
- **Spring semester:** January to June.

26.3 Semester examinations will take place as follows:

- **Fall semester:** First week of December.
- **Spring semester:** First week of June.

26.4 Centralized examinations for theory and practicum will be conducted centrally by the university.

26.5 Semester vacations will be observed as follows:

- Winter Break: Approximately from the 3rd week of December to the 2nd week of January.
- Summer Break: Approximately from the 3rd week of June to the 2nd week of July.

26.6 Clinical attachments at teaching hospitals will be arranged after completion of theory and lab practicum.

27.0. Library Rules and Regulations

27.1. Personal belongings are not allowed inside the library.

27.2. Food, beverages, and smoking are strictly prohibited.

27.3. Mobile phones must be on silent mode or switched off.

- 27.4. Silence must be maintained at all times.
- 27.5. Books should be returned to their respective shelves after reading.
- 27.6. Mutilation or theft of library materials will result in referral to the management for appropriate action.
- 27.7. A maximum of two books may be borrowed at a time for three weeks.
- 27.8. Borrowed items may be renewed up to two times.
- 27.9. All borrowed materials must be returned on or before the due date.
- 27.10. Borrowers may not loan materials on behalf of others.
- 27.11. A student ID card serves as the library card and is required to borrow materials from the library.
- 27.12. An overdue fine of Nu. 50 per day will be charged for each item.
- 27.13. Lost library materials must be reported to the librarian immediately.
- 27.14. Lost or damaged items must be paid for according to the replacement cost specified by the supplier.

28. Third-Year Study Plan in India

- 28.1. During the 3rd and 6th semesters, students will be placed at Apollo College of Nursing campuses and teaching hospitals located in Guwahati, Kolkata, Chennai, and Chittoor, India, based on institutional requirements and prevailing circumstances.
- 28.2. All clinical requirements must be completed during the clinical placement in India.
- 28.3. Centralized end-semester examinations, administered by KGUMSB, will be conducted at the ABIN campus in Bhutan after students return from their clinical placements in India.
- 28.4. ABIN will cover the costs of hostel accommodation, library and laboratory access, clinical training, and transportation from Bhutan to the clinical placement sites in India. However, students will be responsible for their own local transportation and meal expenses during the clinical placement period.
- 28.5. For in-country clinical placements, students are responsible for their own transportation and meal expenses; however, accommodation will be provided free of charge.

29. Policy on Mandatory Drug Testing for ABIN Students

29.1. Policy

Mandatory and random drug tests will be conducted for students suspected of substance use, either during clinical placements or on the institute campus.

29.2. Purpose

- a. To maintain ABIN as a drug-free institute.
- b. To encourage students to refrain from illegal drug use.
- c. To ensure a healthier, safer, and more conducive learning and working environment.
- d. To provide support for students through counselling and self-improvement initiatives.
- e. To assist students facing psychosocial challenges related to substance use.

29.3. Scope

This policy applies to all students enrolled at ABIN, as well as to faculty and staff members if the use of prohibited substances is suspected.

29.4. Responsibilities and Procedures

- a) Mandatory drug testing will be conducted for all students at the time of admission.
- b) The Administrative Officer shall coordinate drug testing arrangements with authorized hospitals.
- c) All costs associated with drug testing shall be borne by the student.
- d) Random drug and alcohol testing may be conducted during the course of study.
- e) Students testing positive will be referred to a hospital for further assessment and treatment.
- f) Parents or guardians will be notified in case of a positive test result.

29.5. Confidentiality

- a. Written consent and records related to drug testing will be kept confidential.
- b. Students' right to privacy will be respected throughout the process.
- c. Strict confidentiality of each case will be maintained.

30. References

1. College of Language and Cultural Studies. (2017). Student Handbook July 2017 – June 2018. Taktse, Trongsa.
2. Faculty of Nursing and Public Health. (2019). Final Revised Rules and Regulations 2019. Khesar Gyalpo University of Medical Sciences of Bhutan, Thimphu.
3. Lake Michigan College. (2020). Nursing Student Handbook Fall 2020 – spring 2021.
4. Parliament of Bhutan. (2018). Narcotic Drugs, Psychotropic Substances and Substance Abuse (Amendment) Act of Bhutan 2018. National Assembly of Bhutan, Thimphu.
5. Shawnee State University. (2017). Student Handbook 2017 – 2018. Portsmouth, Ohio.
6. Sherubtse College. (2019). Student Handbook 2019 – 2020. Kanglung, Royal Government of Bhutan.
7. West Virginia Northern Community College. (2020). Student Nurse Handbook Fall 2020 – Spring 2021. West Virginia.

Appendix 1

Date: ____/____/____

Undertaking

(For Advance Payment and Seat Booking)

I, Ms./Mr./Mrs. _____ (full name of student), having been admitted to the Apollo Bhutan Institute of Nursing, hereby acknowledges and agree to the following terms and conditions:

1. I will comply with all rules and regulations set forth by the Institute.
2. I understand that the Institute's fees are subject to an increase of up to 10% every year
3. I have reviewed the fee structure, the schedule of fees, and the relevant policies, and I accept them. I agree to pay the fees in two equal installments at the start of each semester. If fees are not paid on time, I agree to pay any applicable penalties.

Admissions, Withdrawals, and Termination or Suspension Policy:

1. Enrollment and Admission: Once enrolled, I understand I am officially admitted to the program.
2. In case of withdrawal: If I decide to withdraw after enrollment but before the academic session begins, I understand that the confirmation fee and security deposit is non-refundable. If I withdraw after the academic session has started, I will be charged a penalty equal to 50% of the remaining total course fees.
3. Communication of Withdrawal: In case of withdrawal, I will inform the administration in writing via email or other approved channels.
4. I understand that candidates may be subject to termination, suspension, or dismissal from the Institute for violating any rules outlined in the Institute's regulations and in students' handbook, including but not limited to:
 - a. Using unfair means during examinations.
 - b. Damaging or destroying Institute property.
 - c. Serious insubordination or misconduct.
 - d. Stealing or extorting money or belongings from fellow students.
 - e. Disrespect or contempt for authority.
 - f. Bullying, assault, or ragging in any form.

- g. Engaging in smoking, gambling, alcohol consumption, or the use of illegal substances.
5. In the event of termination from the course, I understand that I will be charged a penalty equal to 50% of the total remaining course fee.
6. The Institute is not responsible for any accidents, injuries, or unforeseen events that may occur outside the campus or after the Institute's official hours. In such cases, the responsibility will rest solely with the students themselves, their parents or guardians.
7. In the event of any mishap, accident, or injury occurring during my stay at the Institute or while participating in Institute-organized tours, excursions, sports activities, or camps, I agree not to hold the Institute or any of its staff members liable, either wholly or partially.
8. The Institute may, at its discretion, file a First Information Report (F.I.R.) with the local Police or other relevant authorities if a student is found engaging in criminal activities and or abusing drugs. I acknowledge that I will have no right to object to such action.

Signature of student affair:

Name and signature of Parent/Guardian:

Phone number of Guardian/Parents

Signature of HR/Administrative officer

Name and signature of student:

Appendix 2

I, Ms./Mr./Mrs. _____ (full name of student), having been admitted to the Apollo Bhutan Institute of Nursing, hereby acknowledge and agree to the following terms and conditions:

1. I will comply with all rules and regulations set forth by the Institute.
2. I understand that the Institute's fees are subject to a maximum annual increase of 10%.
3. I have reviewed the fee structure, the schedule of fees, and the relevant policies, and I accept them. I agree to pay the fees in two equal installments at the start of each semester. If fees are not paid on time, I agree to pay any applicable penalties.

Admissions, Withdrawals, and Termination or Suspension Policy:

1. **Enrollment and Admission:** Once enrolled, I understand I am officially admitted to the program.
2. **In case of withdrawal:** If I decide to withdraw after enrollment but before the academic session begins, I understand that the confirmation fee and security deposit are refundable. If I withdraw after the academic session has started, I will be charged a penalty equal to 50% of the tuition fees of the remaining semester(s).
3. **Communication of Withdrawal:** In case of withdrawal, I will inform the administration in writing (via email or other approved channels), providing a valid reason for the decision.
4. I understand that candidates may be subject to termination, suspension, or dismissal from the Institute for violating any major rules outlined in the Institute's regulations, including but not limited to:
 - a. Using unfair means during examinations.
 - b. Damaging or destroying Institute property.
 - c. Serious insubordination or misconduct.
 - d. Stealing or extorting money or belongings from fellow students.
 - e. Disrespect or contempt for authority.
 - f. Bullying, assault, or ragging in any form.
 - g. Engaging in smoking, gambling, alcohol consumption, or the use of illegal substances.
5. In the event of termination from the course, I understand that I will be charged a penalty equal to 50% of the tuition fees of the remaining semester(s).

6. The Institute is not responsible for any accidents, injuries, or unforeseen events that may occur outside the campus or after the Institute's official hours. In such cases, the responsibility will rest solely with the students themselves, their parents or guardians.
7. In the event of any mishap, accident, or injury occurring during my stay at the Institute or while participating in Institute-organized tours, excursions, sports activities, or camps, I agree not to hold the Institute or any of its staff members liable, either wholly or partially.
8. The Institute may, at its discretion, file a First Information Report (F.I.R.) with the local Police or other relevant authorities if a student is found engaging in criminal activities and or abusing drugs. I acknowledge that I will have no right to object to such action.

Signature of student affair:

Name and signature of Parent/Guardian:

Phone number of Guardian/Parents:

Signature of HR/Administrative officer:

Name and signature of student:

Health Record

Sl. No	Date	Health Problem	Name & Signature with Seal (Medical officer)

Sl. No	Date	Health Problem	Name & Signature with Seal (Medical officer)

Sl. No	Date	Health Problem	Name & Signature with Seal (Medical officer)

Sl. No	Date	Health Problem	Name & Signature with Seal (Medical officer)

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Sl. No	Date	Health Problem	Name & Signature with Seal (Medical officer)

Sl. No	Date	Health Problem	Name & Signature with Seal (Medical officer)