

Guidelines for the Bhutanese Student Associations (BSA)

Department of Adult and Higher
Education

Ministry of Education

2009

DEPARTMENT OF ADULT AND HIGHER EDUCATION

Guidelines for the Bhutanese Student Associations (BSA) Abroad

1.0 Rationale/Importance

01. In the recent years, the Bhutanese students seeking admission to pursue higher education abroad in particular to the Indian colleges and universities have been on an increasing trend. The number is likely to increase by many folds until such time that provisions for higher education are strengthened within the country. There are more than 3000 Bhutanese students (as of 20080 currently studying in India alone. Majority of these students are pursuing higher studies through their parental support while many are on a scholarship scheme of the government.
02. In many parts of India and abroad where Bhutanese students are currently studying, the Bhutanese Students' Associations (BSA) remain as a distinct and important forum for the students. The forum helps to maintain solidarity, understanding and welfare amongst Bhutanese students, in addition to preserving and exhibiting its culture and traditions by way of observing and celebrating moments and days of national and historical significance to Bhutan. Some of these include His Majesty's Birthday celebration, observation of the country's national day, and a range of other important celebrations and social activities that help in fostering higher degree of unity and acquaintances among Bhutanese students abroad.
03. In the absence of funding from any established sources, the Bhutanese students were facing problems to continue with the old tradition of BSAs, and its mission to promoting values and culture. It was with this recognition that the Royal Government of Bhutan through the initiatives of the Ministry of Education approved a sum of Nu. 1000/- per student per academic year to the Bhutanese Student Associations outside the country starting 2004. The fund is expected to enable BSAs to celebrate the national occasions and undertake other related activities for the welfare of students at large.

2.0 Objectives:

04. While the association addresses many issues that concern the Bhutanese students' welfare studying abroad, it has the following objectives that are expected to be achieved:
 - a) To facilitate in extending support to Bhutanese students seeking admissions in various colleges within the locality of the BSA as and when required.
 - b) To organize social gatherings of Bhutanese students within the BSA that would foster solidarity and sense of oneness. However, the use of alcohol

and alcohol containing beverages is not permissible in the social gatherings.

- c) To observe events of national and historical significance thereby sustaining and promoting the Bhutanese values, traditions and culture. It should be noted that no group trips or excursions will be allowed by using the BSA fund.
- d) To promote team spirit, sense of brother/sisterhood and the opportunity to interact among themselves while living and studying abroad.
- e) To facilitate arrangements for administrative and logistic supports to Bhutanese students who may require the assistance of the BSA.
- f) To enable the BSA to provide necessary assistance and proper attention in times of emergency situation affecting the health, safety and wellbeing of the individual student members in a locality.

3.0 Formation and Registration of Bhutanese Student Associations

- 05.** To be recognized as fully vibrant and functional Bhutanese Student Association, there shall be a minimum of 10 regular students interested to be members of the BSA from a particular locality or city. The BSA members shall largely comprise of undergraduate and post graduate students. While, Bhutanese students pursuing short courses of 6 months or below shall not be eligible to receive the fund, they shall however be included to participate in the activities of the association.
- 06.** Only one BSA shall be eligible for funding by the Ministry of Education from and around the city or locality. Under no circumstances shall BSAs be broken up into different segments for various means and reasons, thus forming similar associations within the same locality / city.
- 07.** The Bhutanese students intending to join the association as members shall fill-up the registration form in complete with a photograph attached and submit to the president of the association.
- 08.** The proposed association shall in turn submit in prescribed format the membership details and details of executive committee to the Department of Adult and Higher Education for registration.

4.0 Management Structures and Procedures

- 09.** A standard BSA shall consist of a proper structure with a President, a Vice President, a Treasurer and a General Secretary who shall form the executive committee of the association.
- 10.** The above executive members shall be elected by the members of the association, through a secret ballot. The person who secures the highest vote shall be the elected President; the one with the second, third and the fourth

can be appointed as the Vice-president, the Treasurer and the General Secretary respectively.

11. These executive members, as far as possible must come from different colleges.
12. The executive committee may be supported in its discharge of functions/responsibilities by representatives from various colleges (as applicable) and various other committees as may be formed.
13. College representatives must be involved actively in planning and allocation of budget discussions and implementation of such decisions.

5.0 Tenure and Terms of Reference of the Executive Committee Members

14. The tenure of the executive members shall be for one academic year. They shall not stand for the forthcoming election. The restriction to one single academic year is to provide opportunities to other members. The broad responsibilities of the executive members are as follows:

a) President

- i. To head the BSA.
- ii. To preside over BSA meetings, liaison and communicate with the BSA members on matters related to the BSA.
- iii. To operate the joint bank account with the Vice-president.
- iv. To look after the welfare of the BSA members.
- v. To liaise with the DAHE, Ministry of Education.

b) Vice-president

- i. Will officiate the president in his/her absence.
- ii. Be the joint signatory with the president.
- iii. He/she will assist the president directly in all matters related to the association.

c) Treasurer

- i. Operate the accounts and maintain the records of all expenditures against the activities of the year.
- ii. Maintain book of accounts.
- iii. Will be actively involved in all matters pertaining to the activities of the BSA.

d) General Secretary

- i. Coordinate the activities of the BSA.
- ii. Communicate with the members of BSA.
- iii. Liaison among all stakeholders for activities.
- iv. Documentation of the programmes.
- v. Countersign on book of accounts.

e) College Representatives

- i. Represent respective colleges in BSA meetings
- ii. Act as link between BSA and college members
- iii. Be involved in planning and decision making.

6.0 Bank account and Release and Operation of the Fund

15. BSA(s) shall maintain a separate bank account in the name of the association where possible or a joint account in the name of President and the vice president, with any recognized banking services of the city/area where BSA is functional. The account shall be operational only through joint signatories of the President & Vice- president. However, in the event that either or both of the president and vice-president have to be away from station for an extended period of time, other member(s), shall be, in writing, designated as joint signatory, through an authorization letter to the bank.
16. The Presidents of the BSA(s) shall furnish all these banking details with the joint account number, to the Department of Adult & Higher Education, immediately upon opening and subsequently upon changes in case of joint account of the BSA.
17. The associations shall submit the requisition for release of funds starting from July till end of November beyond which such request will not be entertained.
18. In order for the Department of Adult and Higher Education to process for the release of funds, the following conditions shall be fulfilled:
 - a) Names with details of Bhutanese students duly signed by the student members.
 - b) The prescribed individual registration form to be duly filled in and a photo attached.
 - c) Handing –Taking Over note between the former and the incumbent executive members (to refer Annexure A)
 - d) The expenditure statement of the previous year (to refer Annexure B).
 - e) Plan of BSA programme of activities of the current year.
 - f) Documentary evidence of having independent joint bank account for the association.
19. Upon verification and updating of the information received from the association, the fund to the BSA(s) shall be released through a bank draft,

payable to the BSA(s) account/ joint account only. No payment shall be made in the name of the president alone or the vice-president or any members of the executive committee.

20. The expenditure for the activities shall be made transparent among all members of the BSA(s) through various means. The copy of a note of monthly expenditure should be given to college representatives in hard copy for dissemination amongst other members.
21. Documents and records pertaining to the expenditure for all BSA activities to be submitted annually to DAHE and produced on demand by relevant officials of the Ministry of Education.

For Queries:

All correspondences pertaining to BSA(s), or any clarification required thereof may be made on the following addresses:

- I. *Director, Department of Adult and Higher Education, Ministry of Education, Contact No. 325648, email: directordahe@gmail.com*
- II. *Chief Programme Officer, Tertiary Education Division, Department of Adult and Higher Education, Contact No. 337176, email: teddahe@gmail.com*

Handing-Taking over of the Responsibility of the old President of the Bhutanese Students Association to the new President

The format below is to be furnished upon the handing-taking over of the association by the outgoing president to the new president.

Handing-Taking Note

I, _____, old President of Bhutanese Students Association, _____, hereby hand over of the responsibility as the president of the BSA to Mr. /Ms. _____, new President of the Bhutanese Students Association, together with the following:

- i. All correspondences and account files
- ii. Expenditure Statements duly endorsed
- iii. The balance fund

Name of old President:

Signature of old President:

I _____, the new president of the Bhutanese Student Association, _____, hereby take over the responsibility as the president of the BSA from Mr./Mrs. _____, old president of the Bhutanese Students Association, together with the following:

- iv. All correspondences and account files
- v. Expenditure Statements duly endorsed
- vi. The balance fund

Name of new President:

Signature of new President:

The above handing-taking over is witnessed and done in the presence of the following executive members and student representatives:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Annexure B

BSA: Expenditure Statement for the Period (_____ to _____)
Bhutanese Students Association:

Receipts (Debit)				Payments (Credit)					
Sl. No.	Particulars	Draft No. and date	Amount	Sl. No.	Receipt No. & date	Details of expenditure	Amount	Balance	Remarks
	<i>Example:</i>								
1	Opening balance		10,000.00	1					
2	Forwarding letter dated form DAHE	0001122 dt.18/09/08	100,000.00	2	12/5/2009	Expenditure incurred towards Refreshment (Tea/coffee & snacks) during HM's Birthday celebration on 11/11/08	30,000.00	80,000.00	
	DAHE/2008-2009/777 dt. 20/09/08								
	Total		110,000.00			Total	30,000.00	110,000.00	

Closing balance: 80,000.00(Eighty thousand only)

The undersigned Executive members certify and declare that the above expenditure incurred are genuine and we shall be held directly responsible in case of any misreporting on the BSA Programme of activities.

Executive Committee members:

Signature

- 1
- 2
- 3
- 4
- 5

Signature of President