

GUIDELINES FOR AFFILIATION OF INSTITUTIONS/COLLEGES

2025



KHESAR GYALPO UNIVERSITY OF MEDICAL SCIENCES OF BHUTAN

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ACRONYMS

1. ***BQPCA*** = ***Bhutan Qualification and Professional Certification Authority***
2. ***DAA*** = ***Department of Academic Affairs***
3. **ISAR**=**Institutional Self-Assessment Report**
4. ***KGUMSB*** = ***Khesar Gyalpo University of Medical Sciences of Bhutan***
5. ***MHPC*** = ***Medical and Health Professionals Council***
6. **MoU** = **Memorandum of Understanding**
7. **MoA** = **Memorandum of Agreement**
8. **NEC** = **National Education Commision/Council**
9. **OOP** = **Office of the President**
10. **ToR** = **Terms of Reference**
11. **UAC** = **University Appeal Committee**

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1. Background

The Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB), as the apex body for medical and health sciences education in the country, is committed to upholding and promoting the highest standards of academic excellence, institutional accountability, and quality assurance in health professional education in accordance with University of Medical Sciences Act of Bhutan 2012 and Academic Regulations 2021.

The affiliation of academic institutions, teaching hospitals and other relevant institutions with KGUMSB plays a critical role in maintaining these standards. Such affiliations are essential not only for ensuring consistent delivery of high-quality education but also for strengthening the University's capacity to achieve national objectives and gain international recognition in the fields of medicine, nursing, midwifery, traditional medicine and allied health sciences.

This Affiliation *Guideline* has been formulated to provide a clear, consistent, and transparent framework for the granting, renewal, monitoring, and quality assurance of institutional affiliations under KGUMSB. The guidelines are intended to guide the University in the assessment and approval of institutions seeking affiliation to offer programmes in medical and health sciences education in Bhutan.

This guideline is developed in accordance with the University of Medical Sciences Act of Bhutan 2012, Academic Regulations 2021, specifically Clause 7.1 on Affiliation, the Affiliation Regulation 2018, and the Bhutan Medical and Health Council Act 2002. Collectively, these regulations define the academic expectations, institutional responsibilities, regulatory compliance required for affiliation, and the strategic priorities of the University. All institutions seeking or maintaining affiliation with KGUMSB are expected to adhere to the requirements and principles outlined herein.

1.1. Purpose

The guidelines are designed to ensure that all affiliated institutions/colleges comply with the academic, administrative, and infrastructural standards established by the University. This guideline provides a clear, consistent, and transparent framework for the affiliation, renewal, and monitoring of institutions or colleges under the auspices of the KGUMSB.

1.2. Objectives

The guidelines aim to:

- 1.2.1. Ensure that all institutions/colleges affiliated with KGUMSB meet and maintain the academic, administrative, and infrastructural standards set by the University, in alignment with MHPC requirements;
- 1.2.2. Promote consistency, integrity, and high-quality standards in the delivery of academic programmes;
- 1.2.3. Facilitate continuous monitoring, evaluation, and institutional development for affiliated institutions;
- 1.2.4. Uphold the core values of professionalism, equity, and continuous improvement in the field of medical and health sciences education.

1.3. Scope and applicability

This guideline applies to all public and private institutions/colleges in Bhutan seeking or maintaining affiliation with the KGUMSB to offer programmes in medicine, nursing, midwifery, traditional medicine and allied health sciences. They cover the full affiliation process: initial approval, renewal, monitoring, and quality assurance and serve as a regulatory reference to ensure compliance with KGUMSB's academic, administrative, and infrastructural standards, in alignment with national regulatory bodies such as the MHPC, Bhutan Qualifications and Professionals Certification Authority (BQPCA).

2. Definition of key terms

- 2.1. "University" refers to the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB).
- 2.2. "Institute/colleges" denotes any educational institution applying for affiliation with KGUMSB.
- 2.3. "Competent Authority" refers to the President of KGUMSB.
- 2.4. "Affiliation"- refers to a formal association between KGUMSB and an institute/college, indicating official recognition, participation, or membership, and defining their role or connection to the university.
- 2.5. "Academic board" means the academic board of the Khesar Gyalpo University of Medical Sciences of Bhutan.
- 2.6. "Governing Council" means the Governing Council of the Khesar Gyalpo University of Medical Sciences of Bhutan.
- 2.7. "Key Administrative Personnel" refers to the deans, proprietor or administrators/managers.

3. Categories of Affiliation

KGUMSB recognizes the following categories of affiliation for institutions/colleges offering medical and health sciences programmes:

- 3.1. **Conditional Affiliation:** Granted by the Competent Authority for a limited period, subjected to the institute achieving agreed-upon standards within the specified time.
- 3.2. **Provisional Affiliation:** Granted to institutes that meet the University's standards upon initial inspection.
- 3.3. **Regular Affiliation:** Awarded after the successful graduation of the institute's first cohort, subject to satisfactory academic and administrative performance.
- 3.4. **Suspension or Withdrawal of Affiliation-**Applied when an institution fails to maintain prescribed standards or violates regulations. Affiliation may be temporarily suspended or permanently withdrawn following due process.

4. Eligibility Criteria for Affiliation

Institutions seeking affiliation with the KGUMSB must meet the following criteria to ensure alignment with national regulatory standards, academic excellence, and institutional readiness. These criteria incorporate relevant academic regulations and education standards.

4.1. Institutional Legitimacy

- 4.1.1. Policy clearance must be obtained from the National Education Commission/Council (NEC).
- 4.1.2. The institution should be a public or private entity operating within the scope and fields of programs offered at KGUMSB.
- 4.1.3. Foreign institutions must demonstrate legal recognition in their country of origin through valid documentation from the relevant national regulatory or accrediting authority.
- 4.1.4. The student intake number shall be determined by the institute's capacity, based on the fulfillment of requirements outlined in the seven defined standards in this guideline.

4.2. Alignment with Regulatory Standards

The institution must comply with:

- 4.2.1. KGUMSB Academic Regulation 2021;
- 4.2.2. University Quality Management Guideline 2022;

- 4.2.3. MHPC, BQPCA standards applicable to the relevant discipline;
- 4.2.4. Standard for Education in relevant program, which includes seven core standards as outlined below.

4.3. Core Standards for Medical and Health Sciences Educations in Bhutan

The University's core standards comprise the following:

4.3.1. Standard I: Governance and Management

- 4.3.1.1. The institution must have a clear governance structure with effective leadership, established policies, and robust planning systems.
- 4.3.1.2. The institution must establish academic and administrative committees with clearly defined Terms of Reference (ToR) to guide decision-making and operations.
- 4.3.1.3. The Dean of the Institution must be a Bhutanese citizen with relevant academic and professional qualifications (minimum master's degree - e.g., preferably Basic degree in Nursing and Midwifery/MBBS/other relevant fields with masters in Health or relevant fields) with minimum of 15 years of relevant working experience and must be registered with MHPC, BQPCA.
- 4.3.1.4. The institution must ensure sustainability through consistent financial resources and strategic planning.
- 4.3.1.5. Institutional policies should support transparency, accountability, and long-term viability.
- 4.3.1.6. Governance must align with the standards of KGUMSB, and MHPC, BQPCA.

4.3.2. Standard II: Curriculum

- 4.3.2.1. The curriculum must be competency-based, integrating three domains of learning and aligned with the institution's mission and KGUMSB's academic expectations.
- 4.3.2.2. It must be approved by the Academic Board of the university and support graduate competence for safe, ethical, and effective practice.

4.3.3. Standard III: Teaching, Learning and Assessment

- 4.3.3.1. Institutions must implement clear and transparent assessment policies.
- 4.3.3.2. Mechanisms must exist for student feedback, appeal, external review, and continual improvement of assessment systems.

4.3.4. Standard IV: Teaching Faculty

- 4.3.4.1. Teaching faculty must be appropriately qualified, relevant, experienced, and registered with MHPC, BQPCA.
- 4.3.4.2. At least 60% of faculty must be full-time.
- 4.3.4.3. Institutions must provide support for faculty development, research, and performance evaluation.
- 4.3.4.4. Full time/Core/Adjunct/Visiting/Volunteer) should be available in the Institute for at least one semester except in cases where they are required to give lectures on specialized areas. This is avoid confusion to the students and to assure quality.
- 4.3.4.5. Core/Adjunct faculty shall be appointed from qualified individuals in close proximity and should be engaged to ensure thorough course delivery, supporting quality learning and minimizing student stress.
- 4.3.4.6. Faculty-to-student ratios must be maintained at 1:12 for small groups and 1:25 for large groups, in compliance with MHPC and KGUMSB standards.
- 4.3.4.7. The teaching faculty must consist of at least 60% Bhutanese nationals, all of whom must be employed full-time.
- 4.3.4.8. The subject-wise teaching faculty requirement for determining student number is as per *Annexure III*.

4.3.5. Standard V: Students Services

- 4.3.5.1. The institution must provide a student-centred, inclusive environment that fosters academic and personal growth
- 4.3.5.2. Admissions shall be fair and merit-based in line with the criteria set by the University, supported by proper student record management.
- 4.3.5.3. A written policy must outline admission criteria, eligibility, selection procedures, and fee structure to ensure transparency.

- 4.3.5.4. The institute must determine student intake size according to its capacity at all stages of the program with approval from the University.
- 4.3.5.5. Comprehensive student support services, including academic advising, counseling, and inclusive services for students with special needs, must be available.

4.3.6. Standard VI: Educational Resources

- 4.3.6.1. Institutions must ensure designated primary and extended teaching hospitals in the country for clinical practice
- 4.3.6.2. Primary teaching hospitals must have at least 60 beds for bachelor and 40 for diploma programs, with sufficient occupancy and a mix of specialties including appointment of clinical preceptors to ensure adequate clinical exposure for students in line with MHPC standards.
- 4.3.6.3. Institutions must have adequate infrastructure, including classrooms, skills laboratories, libraries, ICT facilities, and access to clinical training sites.
- 4.3.6.4. Skills laboratories, library, IT lab, and recreational facilities should be equipped with required resources as per MHPC and KGUMSB standards during the time of assessment.
- 4.3.6.5. The list of skills laboratory equipment for determining student number is as per *Annexure IV*.
- 4.3.6.6. Resource allocation should align with student enrolment, faculty needs, and programme requirements.

4.3.7. Standard VII: Internal Quality Assurance System

- 4.3.7.1. Institutions must establish systems for quality assurance and continuous quality improvement by establishing medical education and research unit.
- 4.3.7.2. Policies must guide continuous monitoring, internal reviews, stakeholder feedback, and external evaluations.

4.4. Institutional Sustainability

Institutions/colleges must demonstrate:

- 4.4.1. The institution shall have reliable and transparent sources of financing, supported by debt-equity ratio analysis, to ensure financial credibility, reliability, and long-term sustainability
- 4.4.2. Institutional plans and resources to ensure continuity of operations.

5. Application Process for Affiliations

Institutions seeking affiliation with the KGUMSB must follow a formal application process to ensure transparency, academic integrity, and regulatory compliance.

The affiliation process begins with the institute formally submitting a request to KGUMSB for affiliation. For reaffiliation, the application must be submitted at least six months prior to the expiry of the current affiliation. The institute then prepares and submits the Institutional Self-Assessment Report (ISAR), aligned with the seven core standards. The ISAR must be for both initial as well as for re-affiliation.

KGUMSB, appoints a team of assessors to review the ISAR and conduct an on-site verification visit to assess the institute's readiness. Following the visit, the assessors submit a report to the KGUMSB, which is reviewed by the AB. Upon endorsement by the AB, KGUMSB issues the official Affiliation Certificate.

The detailed steps of the application process are outlined below:

5.1. Submission of Application

- 5.1.1. An institution seeking affiliation must prepare and submit the **ISAR** in accordance with the seven core standards (*refer section 4.3*) for preliminary review by KGUMSB along with Application Fee (*refer section 7*) for Affiliation to the Registrar, Office of the President (OOP), at least one year prior to the intended date of commencement, using the official application forms in *Annexures I and II, and checklist in Annexure V*.
- 5.1.2. The application must be accompanied by:
 - 5.1.2.1. The prescribed application fee, as determined by the University;
 - 5.1.2.2. **ISAR** in accordance with the seven core standards,
 - 5.1.2.3. Policy clearance from the NEC.

- 5.1.2.4. Documentary evidence of compliance with the requirements as per the Section 4.3 of the guideline.
- 5.1.2.5. Institutions may withdraw their application at any stage before a formal decision is communicated.

5.2. Preliminary Scrutiny by Department of Academic Affairs, OOP

Upon receiving a complete application, the Department of Academic Affairs, OOP will conduct a preliminary scrutiny, which includes:

- 5.2.1. **Verification of completeness:** Ensuring that all required documents including ISAR, evidence, forms, and fees have been submitted;
- 5.2.2. **Eligibility check:** Confirming legal status, ownership, policy clearances, faculty qualifications, and infrastructure;
- 5.2.3. **Academic feasibility:** Reviewing alignment of proposed programmes with KGUMSB curriculum frameworks;
- 5.2.4. **Documentary/desk review:** Assessing staff and faculty appointments, learning resources, and infrastructures.
- 5.2.5. **Review timeline:** The document submitted shall be reviewed within one month from the date of application submission.

5.3. Outcome of Preliminary Scrutiny

- 5.3.1. Recommendation for inspection;
- 5.3.2. Request for rectification of deficiencies;
- 5.3.3. Rejection if fundamental criteria are not met.

5.4. Physical verification by the Affiliation Committee

Upon fulfillment of the requirements outlined in **Section 5**, KGUMSB, in collaboration with the MHPC, shall constitute an Affiliation Committee to conduct a physical verification of the applicant institution and its associated teaching hospitals.

The Affiliation Committee shall comprise the following members:

- a. Director, Department of Academic Affairs (DAA), OOP – Chair
 - b. One representative from DAA, OOP – Member
 - c. Two representatives from MHPC, BQPCA – Member
 - d. Two technical experts from relevant fields – Member
 - e. One official from Quality Assurance & Enhancement Division, DAA – Member
- Secretary

The physical verification by the Affiliation Committee assesses on-site compliance with standards set by KGUMSB, MHPC, and the NEC. Key focus areas, as outlined in the core standards under Section 4.3, include infrastructure, faculty and staffing, academic preparedness, and regulatory compliance.

The physical verification report highlights institutional strengths and deficiencies, and recommends one of the following outcomes:

- i. Conditional affiliation,
- ii. Provisional affiliation, or
- iii. Rejection.

5.5. Evaluation by the Academic Board

The **Academic Board** evaluates the **Affiliation Committee's physical verification report**, considering:

- 5.5.1. Academic quality, curriculum standards, and compliance status;
- 5.5.2. Faculty adequacy, learning outcomes, and institutional capacity;
- 5.5.3. Alignment with the University's mission and regional educational needs.

The Academic Board may:

- 5.5.4. Approve conditional or provisional affiliation;
- 5.5.5. Recommend rejection with justification-if the proponent did not fulfill all the requirements for the first year of the proposed program.
- 5.5.6. Decisions are minuted and, where necessary, ratified by the Academic Board.

5.6. Outcome Notification

Following the Academic Board's decision, the University shall issue a formal communication:

5.6.1. Conditional or Provisional Affiliation Certificate (for approved institutions)

Conditions includes:

- 5.6.1.1. Name and address of the affiliated institution;
- 5.6.1.2. Approved academic programmes and intake capacity;
- 5.6.1.3. Validity;
- 5.6.1.4. Terms and conditions of affiliation;

5.6.1.5. Reference to the Academic Board resolution.

5.6.2. Formal Letter of Regret (for rejected applications)

Conditions includes:

5.6.2.1. Reason(s) for non-approval (e.g., infrastructure gaps, faculty deficiency);

5.6.2.2. Reference to physical verification and board findings;

5.6.2.3. Appeal options.

6. Monitoring and Compliance of Affiliation

6.2. Oversight and Accountability

KGUMSB shall maintain oversight of all affiliated institutions to ensure compliance with academic, administrative, and infrastructural standards established by the University and the MHPC.

6.3. Regular Reporting Requirements

Affiliated institutions must submit periodic reports on academic progress, staffing, student performance, infrastructure, and other relevant developments. Reports must adhere to the format and schedule prescribed by KGUMSB.

6.4. Academic auditing and Site Visits

KGUMSB reserves the right to conduct academic auditing during active academic sessions to ensure compliance with prescribed standards. Institutions must allow full access to all facilities, teaching and learning processes, faculty, and student records during academic auditing.

The academic audits reports shall be reviewed by the University management committee for necessary action.

6.5. Re-auditing and Follow-Up

Re-auditing may be initiated in cases of significant institutional changes, concerns raised during prior evaluations, or instances of suspected non-compliance. The institution shall fully cooperate with such follow-up visits and implement any recommendations provided.

6.6. Incident Reporting and Malpractice

Any malpractice, academic dishonesty, or procedural violation must be reported immediately to KGUMSB. This includes falsification of records, unethical conduct, or any activity compromising academic integrity or institutional accountability.

6.7. Disciplinary Actions and Consequences

Any misconduct, breach of affiliation terms, or failure to meet required standards may trigger a formal review. Depending on the severity and recurrence, consequences may include issuance of warnings, mandatory corrective actions, suspension, or revocation of affiliation.

6.8. Stakeholder Feedback and Continuous Improvement

KGUMSB encourages transparent feedback mechanisms involving students, faculty, and stakeholders. These systems are intended to promote accountability, foster a culture of quality, and support continuous institutional improvement.

7. Fee Structure

All institutions affiliated with the KGUMSB are required to pay the following fees as part of their affiliation obligations. The fee structure is designed to support academic oversight, quality assurance, and administrative services provided by the University.

7.1. Initial Affiliation Fee

- 7.1.1. Purpose: One-time payment for the evaluation and processing of the initial affiliation application.
- 7.1.2. Payable: Upon submission of application.
- 7.1.3. Amount: Nu.100,000.

7.2. Annual course affiliation fee:

- 7.2.1. Purpose: Recurring fee to maintain active affiliation status and support continuous academic and administrative monitoring.
- 7.2.2. Payable: Annually, before the start of the academic year.
- 7.2.3. Amount: Nu.700 per student per year
- 7.2.4. Payment due: last day of August month of the academic year.

7.3. Central Examination and Evaluation Fee

- 7.3.1. Purpose: This fee facilitates the conduct of central examinations, including centralised question paper moderation, centralized evaluation, and result declaration activities carried out by KGUMSB
- 7.3.2. Billing: The fee is based on the actual number of students appearing for the central examination, as reported at least one month before each semester's exams.
- 7.3.3. Amount: Nu. 300 per student, per module, per semester (applicable only to students appearing for the central examination)
- 7.3.4. Payment Due: Within 30 days of invoice issuance by KGUMSB each semester.

7.4. Payment Terms

- 7.4.1. All fees are non-refundable.
- 7.4.2. Any other fees prescribed by the University.
- 7.4.3. Payments must be made via bank transfer or other officially recognized modes.
- 7.4.4. Acknowledgment receipts and official documentation will be issued upon confirmation of payment.

7.5. Review and Revision

KGUMSB reserves the right to revise the fee structure periodically. Any such revisions will be communicated in writing to all affiliated institutions in advance.

8. Suspension or Withdrawal of Affiliation

KGUMSB reserves the right to suspend or withdraw the affiliation of any institution based on non-compliance with established standards and guidelines. The following provisions shall apply:

8.1. Grounds for Suspension or Withdrawal

Affiliation may be suspended or withdrawn if the institution:

- 8.1.1. Fails to meet the conditional affiliation requirements.
- 8.1.2. Fails to meet the academic, administrative, or infrastructural standards set by KGUMSB.
- 8.1.3. Submits fraudulent or false information during the application or renewal process- such instances will result in immediate withdrawal of affiliation.

- 8.1.4. Obstructs or denies access to inspectors during academic audits or monitoring visits.
- 8.1.5. Fails to pay affiliation fees or other financial obligations within the prescribed period.
- 8.1.6. Fails to implement corrective measures within the timeframe provided.
- 8.1.7. Compromises academic integrity, student welfare, or ethical standards.

8.2. Suspension of Affiliation

- 8.2.1. Non-compliance with University standards may lead to suspension, with a formal notice issued along with a two-year period for corrective action.
- 8.2.2. During the suspension period, the institution may be restricted from admitting new students.

8.3. Withdrawal of Affiliation

Affiliation may be permanently withdrawn if:

- 8.3.1. The institution fails to comply within the suspension period.
- 8.3.2. Serious or repeated violations occur.
- 8.3.3. Fraudulent information is discovered in the institution's submissions.
- 8.3.4. Upon withdrawal, the institution must immediately cease use of KGUMSB's name, branding, and academic services.
- 8.3.5. The institute should have a contingency plan in place to ensure the progression of enrolled students to the next level

8.4. Voluntary Withdrawal

- 8.4.1. Institutions wishing to voluntarily withdraw from affiliation must notify KGUMSB before the start of a new academic session.
- 8.4.2. All existing obligations must be settled prior to withdrawal, and student transition plans must be submitted.

8.5. Reapplication for Affiliation

- 8.5.1. Institutions whose affiliation has been withdrawn may reapply only after rectifying all identified issues to the satisfaction of KGUMSB.

- 8.5.2. Reapplication will be considered on a case-by-case basis, subject to the regular affiliation process

9. Roles and Responsibilities of Affiliated Institutes/colleges

Affiliated institutions, along with their academic head and the University, share collective responsibility for maintaining the standards and integrity of education under the affiliation with the KGUMSB. The key roles and responsibilities are outlined below:

9.1. Responsibilities of the Institute

- 9.1.1. *Uphold Academic Quality and Standards:* Ensure the delivery of academic programs in strict adherence to KGUMSB-approved curricula, without unauthorized alterations, and uphold educational excellence at all levels.
- 9.1.2. *Compliance:* Adhere to all University policies, regulations, and MHPC requirements.
- 9.1.3. *Support Monitoring and Review:* Cooperate fully with all inspections, evaluations, and academic reviews conducted by KGUMSB and MHPC.
- 9.1.4. *Student Support:* Provide a safe, inclusive, and supportive learning environment with access to counseling and grievance redressal mechanisms.
- 9.1.5. *Infrastructure:* Maintain adequate facilities and ensure teaching-learning resources, skills laboratory, and clinical areas are fully functional and compliant.
- 9.1.6. *Staffing:* Recruit and retain qualified faculty and staff, and support their professional development.

9.2. Responsibilities of the Deans

- 9.2.1. *Oversight and Instructional Leadership:* Provide academic leadership to ensure high-quality teaching, learning, and assessment, while supporting faculty in upholding academic standards and promoting continuous improvement in instructional practices.
- 9.2.2. *Liaison Role:* Act as the primary point of contact between the institute and KGUMSB for all academic matters.
- 9.2.3. *Academic Coordination:* Coordinate the implementation of academic schedules, internal assessments, and University-conducted examinations.

- 9.2.4. *Attendance Monitoring*: Ensure accurate tracking of student attendance and initiate timely remedial actions for students at risk due to low attendance.
- 9.2.5. *Reporting*: Facilitate submission of accurate academic reports, examination data, and institutional updates to KGUMSB within prescribed timelines.

9.3. Responsibilities of the University (KGUMSB)

- 9.3.1. *Academic Oversight and Support*: Provide academic guidance, policy direction, and support for the implementation of curriculum approved by the University.
- 9.3.2. *Evaluations and Quality Assurance*: Conduct periodic academic audits, and quality assurance reviews.
- 9.3.3. *Policy Enforcement*: Revise, update, and enforce affiliation guideline to ensure continuous improvement and institutional accountability.
- 9.3.4. *Examination Management*: Plan and coordinate central examination processes, including question paper moderation, evaluation, and result declaration.
- 9.3.5. *Award of the Qualifications*: Award qualifications to the graduating students.
- 9.3.6. *Resource Sharing*: facilitate and coordinate the development and design of shared academic resources such as curriculum, guidelines, checklists, manuals to ensure consistent and effective curriculum delivery across institutions offering common programs, such as Nursing and Midwifery.

9.4. Shared Responsibilities

- 9.4.1. *Data Integrity*: Ensure the accuracy of all student, academic, and administrative data submitted to KGUMSB.
- 9.4.2. *Timely Communication*: Maintain open, transparent, and timely communication between all stakeholders.
- 9.4.3. *Ethical Standards*: Promote professionalism, integrity, and ethical conduct across all institutional activities.
- 9.4.4. *Corrective Action*: Respond promptly to feedback or audit findings by implementing corrective measures as required.
- 9.4.5. *Collaboration*: Promote and facilitate collaboration and institutional linkages.

10. Appeal Process and Resolution

10.1. Appeal Process

Institutions may file a written appeal against suspension or withdrawal of affiliation to the President of KGUMSB within **10 working days** from the date of the rejection, suspension, or withdrawal notification.

10.2. Appeal Requirements:

- 10.2.1. A cover letter outlining the grounds for appeal
- 10.2.2. Documentary evidence addressing previously identified deficiencies
- 10.2.3. A copy of the rejection, suspension or withdrawal notification
- 10.2.4. Proof of payment of the non-refundable appeal fee

10.3. Appeals will be reviewed by a University Appeal Committee (as per Chapter 2, Section 2.4 of the Academic Regulations 2021) within **30 working days**, and the committee's decision shall be final and binding.

10.4. Scope of Disputes

Appeals and disputes related to affiliation with KGUMSB may arise from:

- 10.4.1. Rejection of applications due to eligibility, documentation, or procedural issues.
- 10.4.2. Disagreements over roles, responsibilities, or terms outlined in affiliation agreements.
- 10.4.3. Conflicts regarding suspension, non-renewal, or termination due to non-compliance or performance issues.
- 10.4.4. Allegations of misuse of KGUMSB's name, logo, or representation.

10.4. Appeal Resolution Mechanism

10.4.1. Informal Resolution:

Affiliates are encouraged to seek resolution through direct dialogue with the chair of the affiliation committee.

10.4.2. Formal Complaint Submission:

If an informal resolution fails, a formal appeal process outlined in **section 10.1** of this document may be followed.

10.4.3. Internal Review:

The University Appeal Committee will review complaints, collect evidence, and may interview all parties involved.

10.5. Documentation and Confidentiality

10.8.1. Records Maintenance

All records, evidence, and decisions shall be securely maintained by the DAA, OOP.

10.8.2. Access:

DAA, OOP shall share necessary information relevant to appeal as per KGUMSB's data policies.

10.8.3. Protection and Non-Retaliation:

Affiliates who raise complaints or concerns in good faith shall be protected from any form of retaliation, including but not limited to academic consequences, employment-related penalties, harassment, or discrimination.

The institution must be committed to ensuring a safe and supportive environment where *individuals can report issues* without fear of adverse consequences. Any act of retaliation will be treated as a serious violation and may result in disciplinary action.

10.6. Appeal Outcome and Final Authority

Appeals may be upheld, modified, or dismissed with the decision being final and binding.

The decision shall be communicated to the appellant by the President of the University.

10.7. Support and Contact Information

10.10.1. Director, Department of Academic Affairs, KGUMSB

Responsible for receiving complaints and coordinating the review process.

Email:

10.10.2. Appeal and Grievance Committee Secretariat

Supports hearings and record management, located in the Office of the President, KGUMSB.

11. Amendment of Guidelines

11.1. The Affiliation Guidelines shall be reviewed every five years or as deemed necessary by KGUMSB to ensure relevance, effectiveness, and alignment with institutional, national, and international standards.

11.2. All amendments shall be subject to endorsement by the Academic Board of KGUMSB.

11.3. Communication of Changes

The amended guidelines will be formally communicated to all affiliated and constituent faculties/institutions via official circulars, the KGUMSB website, and other appropriate channels. The updated guideline will take effect from the date of publication unless otherwise specified.

12. References

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- Bhutan Qualifications and Professionals Certification Authority. (2024). *Institutional Accreditation Manual*. Thimphu: Higher Education Quality Council.
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- Khesar Gyalpo University of Medical Sciences of Bhutan. (2021). *Academic Regulations 2021*. Thimphu: Academic Affairs Unit.
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- Khesar Gyalpo University of Medical Sciences of Bhutan. (2021). *Quality Management Guidelines 2022*. Thimphu: Academic Affairs Unit. Retrieved from <https://www.kgumsb.edu.bt/wp-content/uploads/2024/11/QualityManagementGuideline2022.pdf>
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- Parliament of Bhutan. (2012). University of Medical Sciences Act of Bhutan 2012. Retrieved from <https://www.kgumsb.edu.bt/wp-content/uploads/2021/04/University-of-Medical-Sciences-Act-of-Bhutan-2012Final1.pdf>
- World Federation for Medical Education. (2020). *Basic Medical Education WFME Standards for Quality Improvement*. Retrieved from <https://wfme.org/wp-content/uploads/2020/12/WFME-BME-Standards-2020.pdf>
- World Health Organization Western Pacific Region. (2001). *WHO Guideline for Quality Assurance of Basic Medical Education in the Western Pacific Region*. Retrieved from https://iris.wpro.who.int/bitstream/handle/10665.1/5593/9290610204_eng.pdf

13. Annexures

Annexure I: Affiliation Application Form

Section 1: Institutional Details

- Name of the Institution/College: _____
- Address: _____
- Telephone: _____
- Email: _____
- Website (if any): _____
- Type of Institution: ☐ Public ☐ Private
- Legal Status (Attach registration certificate): _____

Section 2: Programme for Which Affiliation is Sought

- Proposed Academic Programme: _____
- Level of Programme (e.g., Diploma/Bachelor): _____
- Proposed Intake Capacity: _____
- Proposed Academic Year of Commencement: _____

On behalf of the institution named above, I/we hereby apply for affiliation with the Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) to offer the academic programme mentioned above.

I/we understand that submission of this application will be followed by a formal inspection and assessment visit by the Affiliation Committee, in accordance with the Affiliation Guidelines of

KGUMSB. The final decision will be made by the Academic Board based on the inspection and evaluation process.

Section 3: Acknowledgement of Guidelines and Regulatory Compliance

We confirm that we have reviewed and understood the following key regulatory and policy documents available on the KGUMSB and MHPC websites or sent to us by the University:

- KGUMSB University Act
- Academic Regulations
- University Affiliation Guidelines
- Examination and Assessment Guidelines
- Quality Management Standards
- Monitoring and Evaluation Framework, and Monitoring Tools for Academic Programs.
- MHPC Standards for Medical and Health Education

Section 4: Declaration

I, the undersigned, hereby declare that the information provided in this application is true, complete, and accurate to the best of my knowledge. I further affirm that the institution commits to comply with all affiliation requirements, inspection procedures, and academic standards prescribed by KGUMSB and relevant national regulatory bodies.

- Name of Proponent: _____
- Designation: _____
- Signature: _____
- Date of Submission: ____ / ____ / _____
- Institution Seal/Stamp:

Annexure II: Institutional Self-Assessment Report for Affiliation

The Institutional Self-Assessment Report (ISAR) shall comprise the following three parts:

- A. Institutional Profile
- B. Summary Report

Note: The ISAR enables KGUMSB to preliminarily assess the institutional readiness, compliance with regulatory standards, and academic capacity of the applicant institution. All sections must be filled out accurately and be accompanied by supporting documentation where indicated.

A. Institutional Details

1. Name of Institution/College: _____
2. Year of Establishment: ____/____/____
3. Programme(s) Applied For: _____
4. College/Institute Location:
 - o Within Bhutan
 - o Outside Bhutan
5. Proprietorship
 - o Sole Proprietorship
 - o Partnership
 - o Franchise Proprietorship
6. Proposed number of students: _____ (initially Max 100 as per MHPC standards)
7. Source of funding: _____
8. Tuition fees and living cost (per semester): _____
9. Total campus area (in acres): _____
10. Head of Institution: _____
11. Number of Teaching Faculties

Status of Employee	Male	Female	Total
Regular			
Contract			
Adjunct			
Visiting			

12. Qualification of Teaching Faculties

Qualification	Male	Female	Total
PhD			
Masters			
Bachelors			
Total			

13. Number of Management Team

Status of Employee	Male	Female	Total
Technical			
Administrative			
Support			
Total			

14. Qualification of Management Team

Qualification	Male	Female	Total
PhD			
Masters			
Bachelors			
Diploma			
Certificate			
Others			
Total			

B. Summary Report

The Summary Report should be a concise document (3–4 pages) addressing each of the seven core standards. It must include narrative explanations and, where applicable, relevant tables or data, using the formats and samples annexed for each standard.

1. Governance and Management

- 1.1. Provide an overview of the institution's governance structure, leadership, and committee functions.
- 1.2. Confirm that the Head of the Institution is a Bhutanese citizen with appropriate academic and professional qualifications, and registered with the relevant councils (MHPC/BQPCA).

- 1.3. Outline strategic and financial plans to ensure institutional sustainability.
- 1.4. Demonstrate alignment with the standards and policies of KGUMSB, MHPC, and BQPCA.

2. Curriculum

- 2.1. Summarize the design and structure of the curriculum, emphasizing its competency-based approach.
- 2.2. Confirm alignment with KGUMSB academic standards and integration of the three learning domains (cognitive, psychomotor, affective).
- 2.3. Indicate approval by the Academic Board and how the curriculum supports safe, ethical, and effective practice.

3. Teaching, Learning and Assessment

- 6.2. Describe the teaching and learning strategies to be implemented by the institution.
- 6.3. Outline assessment methods, policies, and tools to evaluate student learning outcomes.
- 6.4. Include mechanisms for student feedback, appeals, external reviews, and continuous quality improvement.

4. Teaching Faculty

- 4.1. Provide a summary of teaching faculty composition, qualifications, experience, and registration with MHPC/BQPCA as per attached *table 1*. Refer *annexure III* for determining the number and kind of teaching faculties.
- 4.2. Provide a summary of the Institute Management Team with qualifications and experience who will support the management and academic excellence of the Institute as per attached *table 2*.
- 4.3. Ensure that at least 60% of faculty members are full-time and Bhutanese nationals. Maintain faculty–student ratios of 1:12 for small groups and 1:25 for large groups.
- 4.4. Highlight systems for faculty development, research engagement, and performance evaluation.

Table 1: Details of Teaching Faculties

Sl. No	Name of Faculty Member	Nationality	Qualification	Year of Graduation	University attended	Subject specialty	Clinical experience	Employment Type (Contract part-time/regular)

Attach:

- i. CVs of all teaching faculties with minimum of three referee
- ii. ToR outlining roles and responsibilities of each teaching faculties
- iii. Faculty appointment and MHPC registration documents.

Table 2: Details of Management Team

Sl. No	Designation	Name	Primary Responsibility	Department/Unit	Nature of Employment (Regular/Contract)

Attach:

- i. CVs of all management team members
- ii. Approved organogram of the institution
- iii. Terms of Reference (ToR) for each management role
- iv. Remuneration structure and strategic HR plans
- v. ToR outlining roles and responsibilities of each teaching faculties
- vi. Faculty appointment and MHPC registration documents.

5. Student Services

- 5.1. CVs of all management team members
- 5.2. Approved organogram of the institution
- 5.3. Terms of Reference (ToR) for each management role
- 5.4. Remuneration structure and strategic HR plans

Table 3: Details of hostel and transport services

Support service facilities	Mention numbers/write appropriate details
Hostel capacity (rooms/student)	

Transport facilities (Bus/other vehicle)	
Mess facilities (Yes/No)	
WiFi bandwidth (Mbps)	
Printing and photocopying services	
Counseling services (Yes/No)	
Recreational facilities (list out) - Futsal ground - Basketball courts etc.,	

6. Educational Resources

- 6.1. Summarize the physical and learning resources available, including classrooms, laboratories, libraries, ICT infrastructure, and recreational spaces and submit the summary as per *table 4*.
- 6.2. Confirm the availability of designated teaching hospitals with adequate bed capacity and clinical case diversity including clinical preceptors and submit the details as per *table 5*.
- 6.3. Submit the list of skills laboratory equipment (Basic Science, Nursing, Midwifery and Nutrition) referring to *Annexure IV*.
- 6.4. Ensure that resources are proportionate to enrolment, faculty needs, and program requirements.

Table 4: Infrastructure and Learning Resources

Item	Quantity/details
Number of Classrooms	
Library Capacity	
Subscribed Journals	
Number of program specific (eg. Nursing Books)	
ICT Lab (number of desktops/laptops)	
Number of Interactive Smart Boards	

Examination Record Room (Yes/No)	
Question Moderation Room (Yes/No)	
Faculty Development Room (Yes/No)	
Examination Hall Capacity	

Table 5: Approved list of Teaching Hospitals

5.1. List of teaching hospitals

Sl. No	Name of hospital	Location	MoU/MoA Status	Bed ratio	Hospital grade	Simulation lab (Yes/No)

5.2. Clinical Preceptor Details

Sl. No	Name of preceptor	Affiliated hospital	Qualification	Years of experience	Specialized clinical skills

7. Internal Quality Assurance System

7.1. Describe the plan for establishing institution's internal quality assurance (IQA)

7.2. Include mechanisms for continuous monitoring, self-assessment, and actions taken to improve academic quality and institutional performance in the IQA plan.

Important Note:

- i. All details submitted in this annexure will be verified during the inspection.
- ii. Affiliation decisions will be based on completeness, compliance, and quality as per KGUMSB and MHPC standards.
- iii. Institutions must ensure accuracy and supporting documentation is attached.

Annexure IIIa: Subject-wise Faculty Strength for Diploma in Nursing and Midwifery Program

Sl. No	Items	No.of faculty required (up to 50 students)	No. of faculty required (up to 100 students)	Yes	No	Remarks
A. Basic Science and Academic Skills						
1.	Anatomy and Physiology	2	3			
2.	Biochemistry and Microbiology	2	3			
3.	Pharmacology	1	2			
4.	Psychology and Sociology	1	2			
5.	Academic skills	1	2			
6.	ICT	1	2			
7.	Dzongkha	1	2			
B. Nursing						
1.	Fundamental Nursing	3	4			(780 hours of clinical and 105 hours of Lab based learning)
2.	Medical and Surgical Nursing	2	3			
3.	Psychiatric Nursing	1	2			
4.	Emergency Nursing	1	2			
C. Midwifery						
1.	Midwifery	2	4			(800 hours of clinical and 165 hours of Lab based learning)
2.	Gynaecology	1	2			
3.	Pediatric nursing	1	2			
D. Community Nursing						
1.	Health promotion	1	2			

2.	Biostatistics, Epidemiology and research	1	2			
3.	Nutrition	1	2			
	Total	23	41			

Note:

Category A - There MAY be visiting faculty with right qualifications and experiences

Category B to D - Institute should mandatorily recruit the reflected number as full-time faculty

The institute shall not have less than 60% full time faculty at all times.

Annexure IVa: kills Laboratory Requirements for Diploma in Nursing and Midwifery Program

Sl. No	Items	Number required up to 50 admissions	Number required up to 100 admissions	Yes	No	Remarks
A: Equipment Requirement						
General Equipment						
1.	Bed with Mattress	10	15			
2.	Bed sheet	10	15			
3.	Blanket	10	15			
4.	Pillow cover	10	15			
5.	Drawsheet	10	15			
6.	Mackintosh	10	15			
7.	Towels	5	5			
8.	Gown	As required	As required			
9.	Mask	As required	As required			
10.	IV stand	2	4			
11.	Weighing machine	2	3			
12.	Wall clock	As required	As required			
13.	Stethoscope, sphygmomanometer	10	15			
14.	Thermometer: • Oral • Rectal	10 each	15			
15.	Wheel chair	1	2			
16.	Patient trolley	1	2			
17.	Bucket different color	As required	As required			
18.	Instrument trolley	As required	As required			
19.	Rack	As required	As required			
B: Department of Basic Science						
Anatomy and Physiology Laboratory						
1.	Skeleton (articulated)	4	6			
2.	Bones (disarticulated set)	2 sets	3 sets			
3.	Specimen jar	As required	As required			
4.	Special senses model	1 each	2 each			

5.	Whole body systemic model	1 model for each system	2 models for each system			
6.	Snellen's chart	4	6			
7.	Ishihara's chart set	As required	As required			
8.	Knee hammer	10	10			
9.	Ophthalmoscope	1	1			
10.	Ear pieces/otoscope	10	10			
11.	Tuning forks	2	2			
12.	Kaplin Jars	As required	As required			
C: Nursing Laboratory						
<i>First Year-first semester</i>						
1.	Patient gown	5	7			
2.	Towels of different size	5	7			
3.	Air cushion	2	2			
4.	Torch light	2	2			
5.	Measuring tape	5	5			
6.	Plastic apron	5	5			
7.	Gallipot	10	15			
8.	Gloves of different size	As required	As required			
9.	Gauze	As required	As required			
10.	Cotton	As required	As required			
11.	Kidney tray of different sizes	10 each	15 each			
12.	Dressing drum	2	3			
13.	Cheatele forceps with stand	2	3			
14.	Tongue spatula	5	5			
15.	Sputum cup	2	3			
16.	Plastic apron	5	5			
17.	Bedside screen	2	2			
18.	Hamper/laundry bag	2	2			
19.	Steam inhaler/nelson	2	2			
20.	Enema can with set	5	5			
21.	Oxygen cylinder with regulator, flow meter & tubing	1	1			

22.	Suction machine (manual & electrical)	1 each	1 each			
23.	Pint measure jug	5	5			
24.	Bowl of different size	5	5			
25.	Bucket (different colors)	1 each	1 each			
26.	IV stand	2	3			
27.	Weighing machine (adult)	1	1			
28.	Hot water bag and cover	2	2			
29.	Ice bag	2	2			
30.	Feeding cup	5	5			
31.	Naso-gastric insertion model	5	5			
32.	Stomach wash tube	5	5			
33.	Ryles tube of different size	5	5			
34.	Suction catheter of different size	As required	As required			
35.	Flatus tube of different size	2 each	2 each			
36.	Potassium permanganate	As required	As required			
37.	Wheel chair	1	1			
38.	Patient transfer trolley	1	1			
<i>First Year-second semester</i>						
1.	Advanced nursing procedure mannequin	1	2			
2.	I/M injection mode	5	10			
3.	I/V injection training arm model	5 sets	10 sets			
4.	Suture practice arm	5 sets	10 sets			
5.	Intra-dermal injection arm model	5 sets	10 sets			
6.	Female and male catheter model	5	7			
7.	Set for IV cannulation: IV cannula of different size IV line Tourniquet	As required	As required			
8.	Urinary catheter of different size (plain & foley's)	As required	As required			

9.	Bed pan	2	3			
10.	Urinal	2	3			
11.	Drainage tube of different size	5	5			
12.	Nebulizer set	2	3			
13.	Ounce glass	5	5			
14.	Dropper (different size)	1 each	2			
15.	Syringes of different size	As required	As required			
16.	Bed cradle	2	2			
17.	Foot block	2	2			
18.	Sand bag	5	5			
19.	Forceps: • Artery forceps • Allis tissue forceps • Dissecting forceps • Sponge holding • forceps	5 each	10 each			
20.	Scissors: • Plain • Curved • Straight	2 each	3 each			
21.	Surgical blade with handle (different size)	2 each	2 each			
22.	Suturing materials	As required	As required			
23.	Dressing trolley (double rack)	2	2			
24.	Bandage of different size	As required	As required			
25.	Tincture of iodine	As required	As required			
26.	Spirit	As required	As required			
27.	Povidone iodine	As required	As required			
28.	Vaseline	As required	As required			
29.	Bleaching powder	As required	As required			
30.	Distilled water	As required	As required			
31.	Lubricant (KY jelly, xylocaine)	As required	As required			
Equipment/Articles Liaise with the teaching hospital						
a) Procedure sets						
1.	Lumbar puncture set					

2.	Sternal puncture set					
3.	Liver biopsy set					
4.	Aspiration set					
5.	Chest drainage set					
6.	Abdominal paracentesis set					
7.	Venesection set					
8.	Incision and drainage set					
9.	Tracheostomy set					
b) Equipment and article						
1.	Resuscitation set with emergency drugs					
2.	ECG machine					
3.	Infusion pump					
4.	Pulse oximeter					
5.	POP materials (different size)					
6.	Brawn Bohlerplint					
7.	Thomas splint					
8.	Weight (different size)					
9.	Pulley with hook					
10.	Stirrup					
11.	Rope					
12.	Skin traction kit					
13.	Steinman pin					
14.	Knee brace					
15.	Jewet brace					
16.	Cervical collar					
17.	Crepe bandage					
18.	Halo brace					
19.	Air mattress					
20.	Water mattress					
21.	Wound bag machine					
22.	Crutches (axillary and elbow)					

D. Midwifery Laboratory						
1.	Gum boot	1	1			
2.	Goggles	2	2			
3.	Stadiometer to measure height	1	1			
4.	IV stand	1	1			
5.	Oxygen cylinder	1	1			
6.	Dressing drum with gauze and cotton	2	2			
7.	Bucket/bowl/basin	6	6			
8.	Trolley with double deck	3	3			
9.	Disposable syringes of different size (1ml, 2ml, 5ml, & 10ml)	As required	As required			
10.	Disposable needles of different sizes (26G, 24G, 22G, 20G, 18G, 16G, 14G)	As required	As required			
11.	IV set	As required	As required			
12.	IV solutions (different types)	As required	As required			
13.	IV Cannula of different sizes	As required	As required			
14.	Thermometer	3	5			
15.	Cheatle forceps with stand	2	2			
16.	Tray with lid different sizes	2 each	2 each			
17.	Gloves of different size	As required	As required			
18.	Wall clock	2	2			
19.	Plastic apron	As required	As required			
20.	Pelvis model with charts	1	1			
21.	Female torso abdominal palpation simulator	1	1			
22.	Fetal skull model	1	1			
23.	Fetal circulation model	1	1			
24.	Empathy belly stimulator	1	1			
25.	Bony pelvis with ligaments	1	1			
26.	Female organ model	1	1			

27.	Female pelvis (sagittal view of bones, muscles & organs)	1	1			
28.	Female torso simulator with first trimester uteri & postpartum uterus	1	1			
29.	Pelvic model for PV, set of 10	1	1			
30.	Female torso childbirth simulator with baby, cord, & placenta	1	1			
31.	Infant model (21")	2	2			
32.	Fetoscope/Doppler	2	2			
33.	Mechanism of normal labor display	1	1			
34.	Fetus model	2	2			
35.	Infant dolls (cloth)	As required	As required			
36.	Episiotomy model	1	2			
37.	Baby flannels	As required	As required			
38.	Lubricants	As required	As required			
39.	Per-vaginal examination set: • Kidney tray - 1 • Gallipot - 1 • Sponge holding forceps- 1	2 set	2 set			
40.	Kelly's pad	3	3			
41.	Normal delivery set: • Outer tail wrapper – 1 • Inner wrapper – 1 • Drape – 2 • Gown – 1 • Gallipot – 1 • Amniotic hook – 1 • Artery forceps – 2 • Sponge forceps – 1 • Scissors – 1 • Kidney tray – 1	2 sets	4 sets			
42.	Sutures (catguts of different sizes)	As required	As required			
43.	Plain lignocaine (1%, 2%, 0.5%)	1 each	1 each			
44.	Distilled water	As required	As required			

45.	Episiotomy suture set: • Outer wrapper – 1 • Hole towel – 1 • Needle holder – 1 • Curved scissor – 1 • Toothed dissecting forceps – 1 • Kidney tray – 1	2 sets	4 sets			
46.	Newborn resuscitation tray with ambu bag and mask of both term and preterm size	1 set	2 sets			
47.	NeoNatalie	1	1			
48.	Baby weighing machine with infantometer	1	1			
49.	Measuring tape	As required	As required			
50.	Spirit	As required	As required			
51.	Bleaching powder	As required	As required			
Equipment/articles (Liaise with the teaching hospital)						
1.	Radiant warmer					
2.	D & C set					
3.	Vacuum extractor					
4.	Delivery forceps					
5.	CTG machine					
6.	Fetal Doppler					
7.	Pulse oximeter					
8.	Baby transport incubator					
E: Paediatric Laboratory						
1.	Paediatric mannequin to do different procedures	2	2			
2.	Nebulization set with mask	2	3			
3.	Measuring tape	5	5			
4.	Thermometer (oral & rectal)	5	5			
5.	BP instrument with paediatric cuff	5	5			
6.	Stethoscope (paediatric bell)	5	5			
7.	Bed (paediatric size)	2	2			

8.	Bed cradle (paediatric size)	2	2			
9.	Paediatric size Linens (bedsheet, drawsheet, pillow cover,blankets,towel)	2	2			
10.	Blood set	5	5			
11.	Iv drip (micro drip set)	2	4			
12.	Suction set	2	2			
13.	Ambu bag (paediatric size)	2	2			
14.	Drugs and lotion	As required	As required			
15.	Ryle's tube of different paediatric size	5	5			
16.	Catheter of different paediatric size	2 each	2 each			
17.	Torch	1	1			
18.	Weighing machine	2	2			
19.	Towel different Size (paediatric size)	5	5			
20.	Blanket (paediatric size)	2	2			
21.	Linen paediatric size (bedsheet, pillowcase, draw sheet, mackintosh)	As required	As required			
Liaise with Teaching Hospital						
1.	Instrument of tracheostomy tray (Paediatric)					
2.	Endotracheal tube of different paediatric size					
3.	Paediatric Ophthalmoscope					
4.	Paediatric Laryngoscope					
5.	Paediatric airways of different size					
F: Nutrition Laboratory						
1.	Food weighing machine (electrical)	1	1			
2.	Measuring jugs: 500ml, 100ml, & 50 ml	1 each	1 each			
3.	Frying pan	2	2			

4.	Pot	6	6			
5.	Spoon	12	12			
6.	Mugs	12	12			
7.	Ladle	6	6			
8.	Plate	12	12			
9.	Water boiler	1	1			
10.	Rice cooker	1	1			
11.	Knife	1	1			
12.	Gas stove with gas cylinder	1	1			
13.	Refrigerator	1	1			
14.	Cooking materials	As required	As required			
G: Community Health Laboratory						
1.	Infanometer (paediatric height & weight)	1	1			
2.	Stadiometer (adult height & weight)	1	1			
3.	Infant weighing machine electrical	1	1			
H: Equipment/articles required for Community Health Visits						
1.	Home visit bags equipped with all articles required	Based on number of students	As required			
2.	Health education materials: • Flip charts • Posters (safe driving, substance abuse, drugs, and alcohol, HIV/STI) • Pamphlets • Models for health education	As required	As required			
3.	Portable Bp instrument	5	5			
4.	Stethoscope	5	5			
5.	Clinical thermometer	5	5			
6.	Glucometer	5	5			
7.	Weighing scale	1	1			
8.	Measuring tape	5	5			

9.	Home visiting bag with essential drugs and first aid equipment	As required	As required			
Teaching Aids in Laboratory						
1.	Slide projector	1 in each lab	1 in each lab			
2.	White board	1 in each lab	1 in each lab			
3.	LCD projector	1 in each lab	1 in each lab			
4.	Computer with internet facilities	1 in each lab	1 in each alb			

Annexure V: Checklist for Preliminary Scrutiny of ISAR and Physical Verification of Institutions (for assessors use)

Core Standard	Checklist Items	Ticks	Comments
1. Governance, Leadership and Management	Organizational structure with defined roles and responsibilities	☐ Yes ☐ No	
	Strategic plan, institutional vision-mission document available	☐ Yes ☐ No	
	Evidence of Dean with appropriate credentials	☐ Yes ☐ No	
	Clear plans for financial sustainability	☐ Yes ☐ No	
	Adequate number of support staff recruited	☐ Yes ☐ No	
	Linkages with national and international institutions	☐ Yes ☐ No	
2. Curriculum, Design and Review	Approved curriculum by KGUMSB	☐ Yes ☐ No	
3. Teaching, Learning and Assessment	Teaching, learning and assessment method aligns with university requirements and policy	☐ Yes ☐ No	
	Academic calendar plans aligned with KGUMSB requirement	☐ Yes ☐ No	
	Have plan to establish Learning Management System (LMS)	☐ Yes ☐ No	
4. Teaching, Learning and Assessment	Faculty profiles with required qualifications and experience (refer <i>Annexure III</i>)	☐ Yes ☐ No	

	Transparent recruitment and appointment process	☐ Yes ☐ No	
	Faculty development and training plans activities included	☐ Yes ☐ No	
	Student-faculty ratio as per prescribed standard – <i>Annexure III</i>	☐ Yes ☐ No	
	Teaching faculty members registered with MHPC, BQPCA	☐ Yes ☐ No	
	Teaching faculty members recruited are trained pedagogy and assessment	☐ Yes ☐ No	
	Designated work station for teaching faculties	☐ Yes ☐ No	
	Faculty members with research experience/publications recruited	☐ Yes ☐ No	
5. Educational Resources	Identified and approved Primary and Extended teaching hospital including designated preceptors	☐ Yes ☐ No	
	Adequate classrooms and lecture halls	☐ Yes ☐ No	
	Adequate library facilities	☐ Yes ☐ No	
	Adequate skill laboratories facilities as per <i>Annexure IV</i>	☐ Yes ☐ No	
	Functional ICT infrastructure and internet access with adequate bandwidth (Mbps)	☐ Yes ☐ No	
	Inventory of equipment and learning resources maintained	☐ Yes ☐ No	

6. Student Services	Transport student admission policy and merit-based criteria adopted aligning University policies	☐ Yes ☐ No	
	Adequate, safe and inclusive hostel facilities	☐ Yes ☐ No	
	Instituted Orientation programs for student	☐ Yes ☐ No	
	Academic advising and counseling services for students	☐ Yes ☐ No	
	Student grievance redressal system in place	☐ Yes ☐ No	
	Well established Contingency plans in place	☐ Yes ☐ No	
	Reasonable and market-based students related fee structure	☐ Yes ☐ No	
7. Internal Quality Assurance System	Internal Quality Assurance (IQA) to be established	☐ Yes ☐ No	
	Standards established for visual brandings (logo, billboards, letter headings, color palettes, student dress code)	☐ Yes ☐ No	

Annexure VI: Terms and Conditions of Affiliation

The following terms and conditions must be adhered to by the affiliated institution:

6.1. Academic Standards

- 6.3.1. The institute/colleges shall implement academic programs strictly in accordance with curricula approved by KGUMSB.
- 6.3.2. Faculty qualifications, student assessments, and examination processes must comply with KGUMSB regulations including Academic regulations, examination and assessment guidelines, and MHPC standards.
- 6.3.3. Continuous academic quality assurance must be ensured through both internal and external reviews as mandated by the University.

6.2. Governance Compliance

- 6.2.1. The institute/colleges shall establish a governance structure and internal service rules and regulations (ISRR) of the Institute.
- 6.2.2. Reports on academic progress, faculty details, student performance, and institutional development must be submitted to the DAA, KGUMSB bi-annually.
- 6.2.3. Any changes in key administrative personnel must be communicated to the University for review and approval.

6.3. Infrastructural Requirements

- 6.3.1. The institution must maintain adequate infrastructure, including classrooms, skills laboratories, libraries, hostels, and administrative offices, in accordance with KGUMSB and MHPC requirements.
- 6.3.2. Safety, hygiene, and accessibility must be upheld at all times.
- 6.3.3. Facilities must support the effective delivery of practical and clinical training, aligned with defined program outcomes.

6.4. Clinical and Practical Training

- 6.4.1. The institution shall ensure access to approved clinical, community, and laboratory training sites.
- 6.4.2. All partnerships with hospitals or health centers must be formally documented and approved by KGUMSB.
- 6.4.3. Supervision and assessment of practical training shall follow guidelines/SoP/ToR approved by KGUMSB.

6.4.4. Maintain active status of MoU and MoA between the institutes and teaching hospitals.

6.5. Faculty and Staffing

6.5.1. All academic and clinical staff must meet the minimum qualifications and professional registration requirements set by KGUMSB and MHPC.

6.5.2. Conduct faculty development as required.

6.5.3. Establish a staff welfare system and culture in the institute.

6.5.4. Institute staff retention plan and strategies.

6.6. Student Welfare and Conduct

6.6.1. The institution must foster a safe, inclusive, and supportive learning environment.

6.6.2. Mechanisms for student grievance redressal, academic counseling, feedback system, and psychosocial support must be available.

6.6.3. Ethical conduct, professionalism, and accountability must be promoted and maintained among students at all times.

6.7. Financial and Legal Obligations

6.7.1. The institution must demonstrate financial sustainability and comply with all applicable legal, tax, and audit requirements.

6.7.2. Affiliation fees and other financial obligations to KGUMSB shall be paid accordingly.

6.8. Renewal Duration and Termination Clause

6.8.1. Affiliation is granted for a specific period and is subject to periodic review and formal renewal.

6.8.2. Renewal is contingent upon satisfactory institutional performance and compliance with all terms and standards set by KGUMSB and relevant authorities.

6.8.3. KGUMSB retains the right to terminate the affiliation if the institution fails to fulfill its academic, administrative, or legal responsibilities, or compromises the integrity, quality, or reputation of the University.

6.9. Other Conditions

6.9.1. Annual renewal of affiliation is mandatory

6.9.2. Unauthorized courses or advertising of unapproved programs is strictly prohibited

6.9.3. Student admissions must not occur prior to receiving official affiliation

Annexure VII: Affiliation Certificate Templates



The certificate template features a central circular seal of Khesar Gyalpo University of Medical Sciences of Bhutan. The seal contains a stylized sun and text in both English and Dzongkha. The certificate is framed by a yellow border with blue geometric corner ornaments. The text is centered and reads:

Certificate of Affiliation

is hereby granted
Provisional/Conditional/Regular Affiliation
with the
Khesar Gyalpo University of Medical Sciences of Bhutan
for
Diploma in General Nursing and Midwifery

Issued on August in accordance with
Chapter 3 of the Academic Regulation, 2021

President