



Affiliated to T.U. & H.S.E.B.

Students **H A N D B O O K** **(Plus 2)**

PRIME COLLEGE

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FOREWORD

Welcome to the 2013-2014 college year ! The book you are holding in your hands is your guide to important information you need to know about *Higher Secondary School Program* of Prime College and what it has to offer you.

Prime College has achieved a reputation as one of the finest colleges in Kathmandu with commitment to Management and IT Education. The recognition we have attained has been the result of continued efforts on the part of parents, academic community, college faculty/ staff and students. Prime College is a place where a truly quality education is available, and we will continue to improve.

This handbook has been prepared to help you understand the operations of our college. Included in it are the rules and regulations, which govern, college behavior. Read the handbook carefully so you will become thoroughly familiar with our procedures. If any matter needs clarification, do not hesitate to question any teacher or the administrative staff.

Also included in this handbook is a day planner calendar to help keep you informed of events at Prime College. Second part of the hand book consists of the curriculum for grade 11 and 12. We encourage you to carry the book and use it.

Parents are encouraged to call teachers and the principal when more specific information is needed. The entire staff, including the principal and coordinators, is working to help your ward learn and grow. We are dedicated to that task. Your support and cooperation are appreciated.

MISSION STATEMENT :

Prime college believes that success of the student in post college real life situation is of utmost importance. The college will produce high quality managers and IT professionals saleable in the job market of Nepal and abroad. The college is committed to provide affordable quality

education and avail free education to a selected number of potential, needy students. Students will receive higher education programs in a dynamic learning environment coupled with personalized services.

STATEMENT OF AIMS :

To promote academic excellence, and produce socially responsible and result oriented lifelong learners

- ◆ To actively enhance educational opportunities for our students by using the strengths and resources of the College.
- ◆ To provide a safe learning environment that includes a comprehensive special care system as well as a pleasant and stimulating physical environment.
- ◆ To help each student achieve their potential by identifying and removing barriers to learning.
- ◆ To broaden the range of teaching courses to cater for all students' needs.
- ◆ To develop and implement effective methods of teaching through in-service training for staff.
- ◆ To recognise and celebrate students' achievement.
- ◆ To maintain a motivated, competent and talented staff for the benefit of students.

STUDENT OUTCOMES :

Upon +2 graduation, our students:

- ... will demonstrate moral, emotional and intellectual maturity.
- ... will make wise decisions by applying critical thinking skills.
- ... will be prepared to meet the demands of technology.
- ... will demonstrate competency in subject areas.

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**SECTION I
GENERAL INFORMATION**

A. COLLEGE HOURS

Classes run for 6 days from Sunday to Friday. Under unusual circumstances students might be asked to attend classes on Saturdays also.

Class timing: 6:30 a.m. to 10:45 a.m. for +2 Mgmt. grade XI/XII morning shift

Class timing: 11:30 a.m. to 4:10 p.m. for +2 Mgmt. day shift

Class timing: 6:30 a.m. to 1:00 p.m. for +2 Science Morning Shift

Class timing: 10:00 a.m. to 4:30 p.m. for +2 Science, day shift

B. CAFETERIA

The college cafeteria is operated for the convenience and health of the students. All students are required to eat in the cafeteria or designated area whether they buy or bring their food.

All college rules are to be followed in the cafeteria. Not doing so can lead to disciplinary action being taken.

C. CHANGE OF ADDRESS OR TELEPHONE NUMBER

When the address or telephone number of a student has been changed, it is the responsibility of the student to notify the college administration immediately.

D. LOST AND FOUND

Items left un-attended will be collected and placed in the lost and found box in the administrative office. Their rightful owners may claim lost items. All articles not claimed at the end of the academic year will be disposed of through proper channels.

E. IDENTIFICATION CARDS

For identification, safety and security purposes, student ID cards will be issued to all students. These cards should be carried on campus at all times and are required for checking out library books, sports items and attending some college functions.

F. BUS SERVICE :

College bus are available for the students, but in view of the limited number of seats, preference is given to students who have to travel long distance.

Bus fees are payable in monthly basis.

One month's notice must be given for withdrawal from the bus service or pay one month's fee in lieu of the notice period.

All users of the College Bus facility are expected to observe the rules prescribed for them. The facility can be withdrawn from those who violate the rules and commit offences like mishandling, smoking, fighting, ill-treating other students, showing disrespect to the bus staff, not observing safety rules or not maintaining good order and discipline in the bus.

G. FEE RULES :

1. All Fees are to be paid strictly within the due date.
2. No deduction shall be allowed for broken period.
3. Fees once paid will not be refunded.
4. For the convenience of parents and students fee counter at college will remain open from 8:00 a.m. to 2:00 p.m.

PAYMENT PLAN

Annual Fees (At the time of Admission)

1st Installment (By September. 2013) **2nd Installment**

(By December. 2013) **3rd Installment** (By March 2014)

If the bills are not received as per the schedule mentioned above, it will be the parent's responsibility to collect the same from the Finance Office. Duplicate Bill will be issued on request subject to payment of Rs. 50/-.

Failure to pay the fee bill by due date will render the defaulter liable for payment of Rs. 50/- as the late payment fine per week till the end of said billing period. If the bill remains unpaid till the end of the billing period, the college reserves the right to strike off the name of the defaulter from the College rolls. The re-admission is subject to payment of all dues.

H. LIBRARY RULES

1. All students of the college are member of the library.
2. Strict discipline and silence are to be observed in the library.
3. Students can borrow two books at a time.
4. Library books can be issued and returned during library period or during break time only and not in any other period.
5. Marking, underlining or cutting out pages of the books are strictly prohibited and liable to be punished and fined.
6. Reference books, Journal and Periodicals are to be read in the Library and are not meant for home issue.
7. The librarian may recall a book at anytime in case of emergency.
8. Library Books should be returned at least one week before vacations.
9. A “No Due Certificate” is to be obtained from the librarian before parents want or have to withdraw their wards.

I. PARENT CONCERNS

A sound education is a joint enterprise involving the college, students and parents. Prime College believes that all education begins at home and the family provides the link between emotions and intellect; and passes on values and standards. To bridge the gap between home and college- frank, free and frequent dialogue between parents and teachers is essential. The aims and objectives of the parents as well as those of the college can be achieved only if there are active participation and involvement of the parents in the joint venture.

The college sends notices, messages, circulars, periodic reports etc through students. Parents are requested to look into them. They must also attend all organized Parent-Teacher meetings as per schedule. However, if you would like a separate meeting other than the scheduled ones, please make prior appointment with the Program Coordinator or the Principal.

Quite often students who are weak in studies or have some behavioral problem try to obstruct contact between their parents and teachers with the result that the teachers’ efforts do not get reinforced at home and problems persist or even get aggravated. Parents of such students must remain in constant touch with the college and monitor their ward’s progress.

J. PRIVATE TUITIONS

Students are not permitted to enter into any private tuition with the college staff without a formal notice to the Principal. The Principal will decide-

1. Whether a student requires tuitions.
2. The length of the tuition period.
3. If the student needs extra care within the college time.

Depending upon the requirements, the college may consider making arrangements in the afternoon and on holidays to provide extra coaching and guidance in certain subjects to limited number of weak students.

**SECTION II
ATTENDANCE POLICIES & PROCEDURES**

A student's attendance is essential to learning-learning that involve not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or hands-on experiences. A day lost in the classroom can never be retrieved. The dialogue between the teacher and the students in a classroom cannot be captured even if the student copies the notes from a missed class. Every absence, excused or not, interrupts the student's understanding of the material being presented and weakens his/her opportunity for success in the classroom.

Absences affect a student's performance; therefore, each student is expected to be in daily attendance at Prime College. Data collected by our staff indicates a significant correlation between student attendance and achievement.

The biggest single indicator of success in Higher Secondary School is a positive attendance pattern at school and in all classes. To establish that pattern there must be an effective working partnership among students, teachers, administrators and parents. Every student is expected to attain at least 90 percent of attendance in each subject. Students whose attendance record does not meet the requirements will disqualify themselves from these examinations/certificates.

PURPOSE OF PRIME COLLEGE ATTENDANCE POLICY :

- ♦ To develop reasonable attendance expectations
- ♦ To help students with poor attendance patterns
- ♦ To set reasonable limits on acceptable absence levels
- ♦ To involve students, parents, teachers and administration in a process of shared and appropriate responsibility

A. ABSENCES :

To help maintain accurate records of absences, the parent/guardian should call the college office (4360-180/82) prior to 9:00 am on the day of the absence. While reporting an absence, the parent/guardian should give the following information:

1. Their name and relationship to the student.
2. The student's name, class, roll no. & section.
3. The reason for the absence.
4. The date of the absence.

If the office is not notified of the absence by 9:00 am, the college will make an effort to contact the parent's/guardian's home or place of employment to establish the reason for the absence. If no contact can be made within 24 hours, the student will be counted as truant.

PRIME COLLEGE BOARD POLICY STATES THE FOLLOWING ABSENCES AS EXCUSED ABSENCES :

- ♦ Death in the immediate family-parental written explanation before the absence or upon return to college.
- ♦ Medical, court and other required appointments-parental written explanation must be provided prior to the appointment and a signed statement from the doctor upon return to college.
- ♦ Personal illness/injury-parental verbal or written notice must be made to the college office before 9:00 am each day the student is absent.

A student who has been absent must, on the day s/he returns, bring a dated note signed by a parent/guardian. This note must state above-mentioned information.

B. RESULTS OF UNEXCUSED ABSENCES :

The student will receive a zero (0) for each class with an unexcused absence, for which prior notice has not been given. Repeated absence can result in low grades, which will interfere with academic progress.

It may be appreciated that for proper education-continuity, regularity and punctuality are essential. The measures mentioned above are only to ensure that students do not deny themselves the fullest benefit of education.

D. ADMISSION TO CLASS AFTER AN ABSENCE :

Students should report directly to class. Those students without proper explanation of absence will be called to the office. This may necessitate disturbing parents at home or work for the explanation of absence. Parents can avoid this by notifying the office the day of the absence.

E. EARLY DISMISSAL OF INDIVIDUAL STUDENTS :

Sometimes it may be necessary to leave college during the day. Request for early dismissal from college should be made by note or a telephone call to the college office by a parent or authorised guardian. The student will be issued a pass, which will excuse him/her to report to the office and sign out.

F. TARDY TO COLLEGE (TIMING FOR COLLEGE) :

It is the obligation of a college and to its community to teach proper citizenship and good work habits; therefore, it is very essential that all students should come on time to take full advantage. The college starts at 6:30 in the morning shift and they have to be here by 6:25. Similarly at 11:30 a.m. in the day shift for Mgmt. faculty and they have to be here by 11:25 a.m. The science students of the day shift will have to be here by 10:25 a.m. as the class starts from 10:30 a.m. Any student who violates this rule is denied to enter in the class. They will be kept under supervision in the library. Students violating this rule for more than two times are given special instruction to bring their parents for consultation.

SECTION III
ASSESSMENT POLICIES & PROCEDURES

A. CONTINUOUS COMPREHENSIVE ASSESSMENT SCHEME (CCAS) :

Prime College has introduced the **Continuous Comprehensive Assessment Scheme (CCAS)** with effect from July 2002 in order to have constant appraisal of:

- a. Students' learning and
- b. Instructional strategies used by teacher.

CCAS will not only provide diagnosis of student's inadequacies in learning but also a scope for remedial action. Further, it is hoped that the old-fashioned system of external examination will be de-emphasized and that regular assessments will provide consistency to the teaching-learning process.

To encourage students to work regularly throughout the year, the college will conduct periodical tests to assess and evaluate their academic achievement. It is **compulsory** for all students to appear in all tests.

The college will hold tests spread over three terms in a year. Besides this, there will be regular class tests, home works, journal writing, field trips and report writing exercises to augment the teaching - learning process.

IMPORTANT NOTE :

*Students **must** appear and pass, in all terminal Exams in order to be eligible for Sent Up and Final Board Examination.*

B. TERMINAL EXAMINATIONS :

There will be weekly test on every Sunday on One Sunday-One Subject basis which is mentioned in the calendar. Weekly test carries 25% weight for terminal exam. The time allocated for the weekly test is 40 minutes per exam. There will be three terminal exams of 100 marks. The time duration for terminal exams will be 3 hours. Minimum requirement for passing each exam is 40% of the full marks. There will be practical tests for the subjects with practical marks. Students must appear in the scheduled exam and pass them.

C. EXAMINATION NORMS :

In order to prepare our students for final examination, following norms must be practiced during term tests. Disciplinary action will be taken against those students who violate these norms.

- i) Come on time. [Half an hour prior to the exam.
- ii) Follow the seat plan rules.
- iii) Take your seat 10 minutes before exam starts.
- iv) Take exam quietly and don't disturb others.
- v) Any misbehavior (copying, cheating, disturbing other students, and argument with invigilators/guards) will result immediate expulsion from the exam hall and subsequently from the college.
- vi) Questions will not be explained.
- vi) Students will not be allowed to go out in the first one hour.
- viii) It will be allowed in the second hour only.
- ix) One student at a time from one room will be allowed to go out.
- x) Maximum time allowed would be four minutes.
- xi) Students will be stopped going out from the beginning of the third hour.
- xii) Books, copies and bags are not allowed in the exam rooms.
- xiii) Leave the exam room immediately after completion of examinations and do not gather and talk in the hallways. [It will disturb other students taking exams - show courtesy and concern for others, which is our college discipline norm].
- xiv) Front page of the answer sheet must be properly filled. [Very Important-If not done properly the result will be withheld]
- xv) Presentation on the answer sheet must be attractive along with the content. [Must be neat and clean].
- xvi) Answer Number must be clearly written. [Otherwise marks will not be allocated]

- xvii) After completion of the answer, clearly mark it with straight lines using scale.
- xviii) Write clearly your symbol number and subject in the additional answer sheets.
- xix) Those who are absent in the examination, they have to pay 200 per subject again to face another exam.
- xx) Those who fail in the examination, they need to pay fee 100 per subject to reappear the next exam.

D. JOURNAL (FAIR COPY) :

Students must maintain Journal (Fair Copy) for each subject from the beginning of the session in a prescribed format. Concerned teachers regularly check it; and give necessary suggestions to the students. Oral questioning will be the regular feature to cross check whether students have really worked hard or copied from fellow students. Teachers will periodically report it to the management.

E. HOMEWORK AND OTHER ASSIGNMENTS :

Homework/Library Assignments/Other assignment and student personality development activities are regular feature of the classes. Homework is designed to reinforce skills that are taught during the college hours. All students will receive necessary guidance & assistance and they must complete such assignments on time.

Each teacher will have her/his own policies regarding evaluation of homework. It is the student's responsibility to make certain that they understand their teacher's homework policies.

F. TEXT BOOKS :

Subject teachers will decide about the required text and reference books. Students **must** have a set of prescribed text and reference book at home for continuous studies and exercises. They **must** bring prescribed textbooks in the class room according to instructions issued by the concerned teacher. They will not be allowed to borrow books from other students. Students who fail to comply with this policy will not be allowed to stay in the class room.

**SECTION IV
DISCIPLINE POLICIES & PROCEDUR**

Prime College strives to provide an academic environment that supports academic achievement as well as the growth and development of positive student self-esteem. In order for students to learn and teachers to teach, an atmosphere conducive to learning must be maintained. The college discipline policy is for the benefit of all concerned. The policy protects students' well being and seeks to maximize opportunities for a positive learning environment for all the students at Prime College. Faculty and staff of college will always try to maintain a warm, supportive relationship while at the same time applying reasonable consequences to misbehaviour. Depending on the seriousness and repetition of the breach of rules and regulations, the college reserves the right to expel the concerned students without any prior notice.

GOALS THE GOAL OF THE PRIME DISCIPLINE PLAN IS TO ENCOURAGE :

- ♦ Each student to make good decisions
- ♦ Each student to establish ownership of his or her actions
- ♦ Each student to learn from his or her mistakes

A. CORE RESPONSIBILITIES :

It is everyone's responsibility to :

1. Teach and model self-discipline
2. Respect the rights of others
3. Cooperate with one another
4. Learn the Prime College Students' Behavior Standards
5. Recognize that absenteeism is a classroom disruption
6. Provide a safe and positive educational environment at college and at home

IT IS A STUDENT'S RESPONSIBILITY TO :

1. Be in charge of his/her own behavior and accept responsibility for own behaviour and actions.
2. Comply with college rules at all times
3. Be courteous and show respect to faculty members, staff, themselves and other students.
4. Arrive at college and to class on time & attend college daily

5. Be prepared to learn
6. Honour the teacher's duty to teach and other students' right to learn.
7. Be an active, responsible and respectful learner.
8. Be responsible for regularly completing homeworks/ assignments.
9. Find out as much as you can about the importance of your subjects in your future.
10. Be aware of learning opportunities at college and take full advantage of them.
11. Share information with parents about college programs available in college.
12. Develop confidence in ability to learn. Strive to become a problem solver, drawing from your increased knowledge.
13. Demonstrate your appreciation of your learning by applying it to situations at home, at work, and in other aspects of everyday life.
14. Take advantage of opportunities to explore uses of technology.
15. Maintain a healthy lifestyle to ensure your ability to maximize your potential.
16. Avoid the use of profanity and inappropriate gestures.
17. Refrain from writing on the walls, desks, notices and/or damaging college property.
18. Use instructional equipment such as computers, music, Physical Education and A/V - only under direction of an adult.
19. Settle arguments without fighting.
20. Refrain from bringing to college any weapon or facsimile.
21. Tell college staff about any discipline concerns they may have

IT IS A PARENT'S RESPONSIBILITY TO :

1. Communicate to the college their child(ren)'s concerns or needs
2. Review college rules and discipline policy with your child(ren)
3. Encourage child(ren) to do his/her best
4. Contact college if child(ren) will be absent.

+2 Student Handbook

5. Be available for conferences. Contact administrators to discuss problems your child is having in adhering to the college rules.
6. If corrective measures are necessary, parents are encouraged to work with teachers and administrators to design and implement a course of action which will address individual needs and which can be initiated at the college and reinforced at home.
7. Make sure your child(ren) are in college on time every day.
8. Help child(ren) learn about the Prime Colleges' behavioral expectations and the consequences of breaking rules.
9. Insure that adult supervision is provided should a child's behavior cause him or her to be suspended out of college.

IT IS A TEACHER'S RESPONSIBILITY TO :

1. Manage classroom behaviors
2. Clearly communicate the classroom discipline policy, rules and behavioral expectations to the students, parents and principal.
3. Post rules and consequences
4. Report to parents regularly and communicate with parents when a student is having difficulty following the rule.
5. Enforce the Prime College Student Behavior Standards fairly and consistently using appropriate consequences.
6. Provide students with a safe College environment
7. Encourage and model good attendance
8. Document inappropriate behaviour.

IT IS A PRINCIPAL/VICE PRINCIPAL'S RESPONSIBILITY TO :

1. Work closely with parents and teachers to promote and reinforce the Prime College Student Behavior Standards.
2. Maintain high visibility in and around the college
3. Communicate college rules to students, staff and parents
4. Communicate to parents and involved staff the discipline action taken.
5. Maintain discipline and attendance files
6. Report any suspected illegal activities to police.
7. Assume overall responsibilities for college rules being followed
8. Encourage and model good attendance

SEVERE CLAUSE :

Behaviors that are severe in nature may result in more immediate disciplinary action. Severe behaviors include, but are not limited to:

- ♦ Repeated infractions, which demonstrate that the student is not making good choices.
- ♦ Disobedience or disrespect to supervising adults.
- ♦ Behavior that threatens the safety and well being of others.
- ♦ The use or possession of drugs (includes cigarettes and alcohol).
- ♦ The use or possession of a weapon or anything that might be construed as a weapon (includes a toy, model or facsimile of a weapon).

B. DRESS CODE :

Each student must be neatly dressed with the correct uniform and footwear.

The dress code has been adopted on the premise that students, who dress and groom themselves neatly, and in an acceptable and appropriate manner, are more likely to become constructive members of the society in which we live. This dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and develop awareness that there are distinct occasions appropriate for formal and informal attire.

A. COLLEGE UNIFORM

Boys/Girls

Pants Black with blue and brown lining

Shirt Light blue and white stripes

Coat Black with blue and brown lining coat with 3 buttons

Note: As sample prescribed at the college

The correct uniform must be worn at College and to and from College. The wearing of the full College uniform is compulsory. The Principal and staff would appreciate the co-operation of parents in seeing that the uniform is worn correctly, with strict regard to rules concerning jewellery and hair.

B. PHYSICAL EDUCATION UNIFORM (BOYS' & GIRLS')

- ♦ All students are required to change at least outer clothing for P.E. and sports classes.

- ♦ Any combination of T-shirt with short sleeves, sweat top or jersey and track pants and/or shorts which is non-offensive and suitable for physical activity, is permitted.
- ♦ Sports shoes and socks are recommended.

C. GENERAL APPEARANCE :

Students' appearance at all times should conform to acceptable standards. Boys are not permitted to wear ear-rings or caps (other than Nepali national cap) at the college.

HAIR :

must be clean, tidy and clear of the face.
Boy's hair must be cut above the collar.
Extreme hairstyles are not permitted.

JEWELLERY :

Jewellery is not permitted.

C. CODE OF CONDUCT VIOLATIONS :

1. Possessing or using tobacco, alcohol or harmful drugs or substances is prohibited.

Students while at College, or in College uniform, or on any College trip/camp, or at any time when they are identifiable by the public as members of the College, may **NOT** smoke or consume alcoholic liquor, tobacco or other prohibited drugs, or be associated with students who are smoking or consuming alcoholic liquor, tobacco or other prohibited drugs.

Any student found to have had a controlled substance, depressant or stimulant substances, narcotics, marijuana or dangerous drugs in his/her possession, or found to have been under the influence thereof while in college or in a situation mentioned above shall be straight away expelled from the college.

2. Hurting other people physically or verbally or using offensive language is unacceptable.

These actions are unacceptable in the College environment where, for education to take place, toleration and consideration for others are essential. Such actions may

also be illegal-i.e. the crimes of assault or using obscene language in a public place.

Any incidents of violence, harassment or bullying inside or outside the college will result in a written, formal warning about this unacceptable behaviour. Parents will be contacted. Further incidents may result in expulsion or even criminal charges.

Offensive language in a classroom will result in a referral. Students using offensive language outside the classroom will be referred to senior administration. Verbal abuse or offensive language directed towards a staff member is a very serious matter and will be dealt with by the senior administration.

3. Theft of, or damage to, or interference with other people's property is unacceptable.

Care of College property

A good citizen, among other things, takes pride in the care of college property, realizing that the appearance of the building and campus is a credit or discredit to him or her, as well as to the student body in general.

Damage to College property must be reported immediately to the Coordinator or Principal. Any student found to have intentionally, knowingly or recklessly damaged or destroyed college property shall be required to compensate the college for the full extent of the damage and shall be subject to disciplinary measures. Students found to have intentionally, knowingly or recklessly damaged or destroyed college property may be refused admittance to college or college-sponsored functions until full restitution has been made for such damages.

4. Cheating

Cheating, copying the work of another, etc. is not tolerated. Students who violate this policy are subject to appropriate disciplinary measures, which may include the loss of grade for that assignment.

5. Paging/Communication/Electronic Devices

Students are prohibited from possessing paging devices, cellular telephones, etc. within a college building or on a college grounds during college hours. Students are not allowed to bring walkmans, headset radios, video games or any other electronic devices to college. Walkmans and cell phones are not conducive to the learning environment; therefore staff members have the right to confiscate walkmans, radios, worn or carried during the college hour.

D. DISCIPLINARY MEASURES :

Prime College chooses to focus on positive behavior. However, we do apply appropriate disciplinary measures when necessary.

COUNSELING : Any kind of emotional or behavioral problem, or problems related to career guidance may be discussed in an informal and conducive atmosphere with the counselor, class teacher or with the Principal with prior appointment.

CONFERENCE : The College will call for a conference with the parents to inform them of inappropriate behavior of a student with suggestions for parental action and support.

IN COLLEGE SUSPENSION/DENTENTION : A student may be isolated from the rest of the class during college hours for a period to be decided by the Principal/Coordinator and given specific academic assignments to do. He/she may also be detained after the college hours.

SUSPENSION : Recommended by the Coordinator or the Principal, suspension is a short period of time (upto 7 days) in which the student is dismissed from college. Parents will be asked to meet the Principal before re-admission.

EXPULSION : This drastic measure is adopted only in extreme cases.

SECTION V
EXTRACURRICULAR ACTIVITIES & CLUBS

With the purpose of overall development as a professional, Prime College students are encouraged to take active part in extra and co-curricular activities. These activities are designed to meet the varied interests of the student body and these activities are as much part of Prime College as the regular academic exercises.

A. PRIME COLLEGE IT CLUB :

The IT Club is open to any student who is interested in IT and wishes to further his/her IT experiences through college activities. IT Club activities include occasional field trips to important IT Centers, development and implementation of IT awareness programs, idea sharing etc. Another major activity of IT club members is the maintenance and regular update of student web portal.

B. PRIME COLLEGE SPORTS CLUB :

The Sports Club of the college is actively involved in organizing and participating in various sports programs. The college has a policy of promoting sportsmanship among the students.

C. PRIME COLLEGE ALUMNI ASSOCIATION :

Ex-students of Prime College have established an alumni association with the support of the college management. The alumni will initiate and involve in a number of activities of charity, environmental preservation, learning and idea exchange etc.

D. COLLEGE PUBLICATIONS :

The literary magazine publishes the work of students-essays, short stories, poems and artwork. The staff working to publish the magazine is selected from applications that interested students submit to the Management. Applications are available to all students. Approximately 15 are selected for each college year. Students rate all selections submitted and decide by rating which selections go into the magazine.

College policy regarding electronic equipment & cell phones

Cell phones

- ◆ Students must turn their cell phones off and put them out of sight upon entering the building.
- ◆ They should not be **used, seen** or **heard** in classrooms or the hallways during college hours.
- ◆ Students are not allowed to use a cell phone in the building during college hours.
- ◆ If the student's need to make a call, they can call through the coin phone booth provided by college.

**Ipod, DVD, CD or MP3 players & headphones for such devices-
computer Games, Cameras Video Records**

- ◆ Items of this nature create disruption and are strong temptation for theft;
- ◆ Failure to comply will result in confiscation and parents must retrieve the confiscate item, therefore, these items are strictly prohibited at college
- ◆ Laser pens are never allowed at college.

COLLEGE RULES AND REGULATIONS SHORT GLANCE

- ◆ Students are not allowed to bring any kind of film, magazine, picture, post card, comic books, CD ROM, cassettes, and any kind of video games to the college.
- ◆ Any students found smoking cigarette, consuming alcohol or using any narcotics inside or outside the college are not allowed to continue to study in the college.
- ◆ Any students showing any aggressive indisciplinary attitudes towards any teachers will be expelled from the college.
- ◆ Students reprimanded by the police for any kind of criminal acts, will be compelled to leave the college.
- ◆ Students are not allowed to go to cafeteria during class hours.
- ◆ Students traveling by college bus should not tease any pedestrians.
- ◆ Students should not tease, pass objectionable and embarrassing remarks to each other boys/girls in the class- room, in the bus or on the college way.
- ◆ Students should report the abnormal behaviors, irregularities, emotional breakdowns, and bad habits etc. of any students to the college administration so that proper counseling and guidance can be provided timely.
- ◆ Students are strictly not allowed to chew chewing gum, candy or any other bites in the class hours.
- ◆ Uniform should be neat and clean. Appearance should be smart.
- ◆ Students should not bleach their hair.
- ◆ Girls should wear knee-length skirt. They are not allowed to wear expensive jewels.
- ◆ Boys are strictly not permitted to wear chain, they should be well groomed.

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- ◆ Students must not enter any places of entertainment for example, theater, cinema, restaurants, pub, discos, bunkers party etc. If they found in such places, in their uniform, they will be punished.
- ◆ If the student misses the sent- up/pre-board examinations, no re-examination will be granted, such a student will not be allowed to fill in the form for the HSEB examinations.
- ◆ Homework is given on the daily basis to strengthen the learning.
- ◆ Students should participate in the extra curricular activities. Such activities will be conducted by the college according to the calendar.
- ◆ Genuine case of sickness or extra-ordinary cases might be considered if approval is obtained in advance.
- ◆ In order to qualify for the final board examinations, the students must record above 90% attendance. Failure of this may result in withhold them in the same class or they may be asked to discontinue their study at the college.
- ◆ Students are liable to pay the cost of the college property broken or damaged by them and in addition, disciplinary action will be taken against them.
- ◆ Any students including him/her in fight with others inside or outside the college will be expelled from the college.
- ◆ Students are not allowed to bring mobiles and bikes inside the college premises
- ◆ Side bags are not allowed to carry.

कलेजका नियमहरूको संक्षिप्त स्वरूप

१. विद्यार्थीहरूले कुनै पनि किसिमको फिल्म, पत्रिका, तस्बिर, पोष्टकार्ड, कमिक्सका किताबहरू, सिडी रोम, क्यासेट तथा भिडियो गेमहरू कलेजमा ल्याउन पाउनेछैन ।
२. कुनै पनि विद्यार्थीले कलेजभित्र वा कलेजबाहिर धूमपान, मद्यपान तथा कुनै पनि किसिमको लागूपदार्थ प्रयोग गरेको पाइएमा कलेजले तुरुन्त निष्काशन गर्नेछ ।
३. कुनै पनि विद्यार्थीले यस कलेजका शिक्षक तथा कर्मचारीहरूलाई दुर्व्यवहार गरेमा त्यस्ता विद्यार्थीलाई तुरुन्त निष्काशन गरिनेछ ।
४. कुनै पनि विद्यार्थी प्रहरीको नजरमा कुनै पनि किसिमको आपराधिक क्रियाकलापमा संलग्न भएको पाइएमा कलेज छोड्न बाध्य हुनेछ ।
५. कक्षा भडरहेको समयमा कुनै पनि विद्यार्थीलाई चमेनागृह (क्याफेटेरिया) जान अनुमति छैन ।
६. कलेज बसको प्रयोगकर्ता विद्यार्थीले बाटामा हिडिरहेको कुनै पनि व्यक्तिलाई जिस्काउन, अश्लील हाउभाउ प्रदर्शन गर्न, गालीगलौज गर्न पाउनेछैन ।
७. कुनै पनि विद्यार्थीले कक्षाकोठाभित्र, कलेजकम्पाउण्डभित्र वा बाहिर तथा बसमा समेत एकअर्कालाई जिस्काउन, अश्लील हाउभाउ प्रदर्शन गर्न पाउनेछैन ।
८. कुनै पनि विद्यार्थीले आफ्ना सहपाठीहरूको असाधारण व्यवहार, अनियमितता, आवेगात्मक परिस्थिति तथा खराब आदतहरू पाएमा उपयुक्त परामर्श तथा निर्देशनका लागि समयमै कलेजलाई जानकारी गराउनुपर्नेछ ।
९. कक्षाकोठाभित्र चुइडगम, चकलेट तथा कुनै पनि किसिमको खाद्यपदार्थ खान पाउनेछैन ।
१०. विद्यार्थीले लगाएको पोशाक (युनिफर्म) सफा तथा स्वाभाविक प्रकृतिको हुनुपर्नेछ ।
११. विद्यार्थीले कपाल रङ्गाउन पाउनेछैन ।
१२. छात्राहरूले घुडासम्मका स्कट लगाउनुपर्नेछ । महङ्गा गहनाहरू लगाउन पाउनेछैन ।
१३. विद्यार्थीले (छात्रले) कुनै पनि किसिमको सिक्री लगाउन पाउनेछैन ।
१४. कुनै पनि विद्यार्थीले कलेज पोशाकमा चलचित्रघर, रेस्टुरेन्ट, पब, डिस्को बङ्कर्स पार्टी, नाटकघर जस्ता मनोरञ्जनात्मक स्थलहरूमा प्रवेश गर्न पाउनेछैन । यदि त्यस्तो पाइएमा निज विद्यार्थी दण्डको भागीदार बन्नेछ ।

१५. कुनै पनि विद्यार्थीले कलेजभित्र मोबाइल तथा विद्युतीय उपकरणहरू प्रयोग गर्न पाउनेछैन । प्रयोग गरेको पाइएमा त्यस्ता वस्तुहरू कलेजले पक्रिसकेपछि फिर्ता गर्नेछैन । कसैलाई फोन गर्न अत्यावश्यक भए कलेजले आफ्नो कार्यालय (फ्रन्ट अफिस)को कुनामा व्यवस्था गरेको सिक्का लगाएर प्रयोग गर्न मिल्ने फोन प्रयोग गर्न सक्नेछन् ।
१६. कुनै पनि विद्यार्थीले सेन्ट अप परीक्षा तथा प्रिबोर्ड परीक्षाहरूमा सहभागी नभए निजका लागि पुनःपरीक्षाको व्यवस्था गरिनेछैन र यस्ता विद्यार्थीहरूलाई उ.मा.शि.प.को परीक्षाहरूमा सामेल गराइनेछैन ।
१७. विद्यार्थीलाई हरेक दिन गृहकार्य दिइनेछ ।
१८. विद्यार्थीहरूले कलेजको शैक्षिक क्यालेन्डरमा उल्लेख भएअनुसारको अतिरिक्त क्रियाकलापहरूमा सक्रियरूपले सहभागी हुनुपर्नेछ ।
१९. उ.मा.शि.प.को बोर्ड परीक्षाहरूमा सामेल हुन हरेक विद्यार्थीले कम्तीमा कलेज दिनहरूको ९० प्रतिशत हाजिरी प्राप्त गर्नुपर्नेछ । ९० प्रतिशत हाजिरी नभएका विद्यार्थीहरूले त्यही कक्षा दोहोर्‍याउनुपर्नेछ अथवा कलेज छोड्न बाध्य हुनेछ तर सिकिस्त बिरामी भए वा विशेष परिस्थिति भए कलेजलाई आवश्यक पूर्वसूचना उपलब्ध भएअनुसार निजलाई पुनर्विचार गर्न सकिनेछ ।
२०. कुनै पनि विद्यार्थीले जानी वा नजानी कलेजका कुनै पनि सामान क्षति गरे निजले सामानको क्षतिपूर्ति गर्नुपर्नेछ र उक्त कार्य जानीजानी गरेको कलेजले प्रमाण पाएमा अन्य अनुशासनसम्बन्धी कारबाही गरिनेछ ।
२१. कुनै पनि विद्यार्थीलाई कसैसँग कलेजभित्र वा बाहिर भँभगडा वा कुटपिटमा संलग्न भएको पाइएमा कलेजले निजलाई तुरुन्त निष्काशन गर्नेछ ।
२२. विद्यार्थीहरूले मोबाइल तथा मोटर साइकल लिएर कलेज परिसरभित्र प्रवेश गर्न पाउने छैन ।
२३. साइड भोला विद्यार्थीहरूको लागि कलेजमा ल्याउन निषेध गरिएको छ ।

Student/Parent Acknowledgement Form

Dear Parent,
Experience tells us that a safe, orderly college environment is essential for students’ learning. Such environment helps promoting a positive college climate and maintaining high expectations for both in behavior and learning.

This booklet has been published to outline those expectations. We want to assure and protect the rights of all students to a safe, orderly and educationally efficient environment. We try our best to free the college from disruption caused by students’ behaviour and appearance. We seek to avoid any unwanted situation in no time whenever it arises. Prime College expectations may be higher than other colleges, but it is essential for effective teaching and learning.

We ask for your support and cooperation in a partnership which provides the best possible learning environment for your child.

The Prime College Student Handbook has been developed through the cooperative efforts of our faculty members and academic community. It is extremely important that all students are aware of the expectations that the college has for them and that each parent encourages their child/children to accept and follow this code.

Your signature is requested to acknowledge your receipt of this document.

Sincerely,

Naresh Prasad Shrestha
Principal

✂.....✂.....✂

My signature indicates that I have received and read the rules and regulations of the college and explained them to my ward for strict adherence. We promise to abide by them.

Student’s Name:_____ Signature-Student:_____

Parent/Guardian Name:_____ Signature-Parent/Guardian:_____

Grade:_____ Section:_____ Roll No:_____ Date:_____

विद्यार्थी/अभिभावक आचारसंहिता पालनसम्बन्धी फाराम

आदरणीय अभिभावक महानुभावहरू,

स्वच्छ शैक्षिक वातावरण, गुणस्तरीय शिक्षा र सर्वतोमुखी व्यक्तित्वको विकासलाई यस कलेजले आफ्नो मूल लक्ष्य बनाएको कुरा यहाँहरूलाई विदितै छ ।

कलेजका यी लक्ष्यहरू पूरा गर्न सर्वप्रथम प्रभावकारी पठनपाठन आवश्यक हुन्छ । पठनपाठन नै कुनै पनि शिक्षण संस्थाको मेरुदण्ड हो र मर्मस्थल पनि हो । हामीले यस यथार्थलाई राम्ररी आत्मसात् गरेका छौं । त्यसैले हामी विद्यार्थीको भविष्यसँग प्रत्यक्ष रूपले जोडिएको पठनपाठनका लागि सुरक्षित, स्वच्छ, स्वस्थ र शान्त वातावरण सृजना गर्न चाहन्छौं, कायम गर्न चाहन्छौं । स्वच्छ, स्वस्थ र शान्त वातावरणले नै पठनपाठनलाई प्रभावकारी बनाउँछ, र विद्यार्थीहरूको संस्कार, चरित्र र ज्ञानप्रतिको अभिरुचिनिर्माणमा विशिष्ट भूमिका खेल्दछ ।

हामीले आदर्शका रूपमा ग्रहण गरेका उपर्युक्त मान्यतालाई जानकारी र महसुस समेत गराउने उद्देश्यले यो पुस्तिका प्रकाशन गरेका छौं र तपाईंहरूका हातहातमा पुऱ्याएका छौं ।

यसको मुख्य उद्देश्य कलेजमा सर्वोत्तम शैक्षिक वातावरण तयार गर्न कलेज व्यवस्थापन र अभिभावक दुवैको साभेदारीबाट नै शैक्षिक वातावरणलाई मर्यादित र अनुशासित बनाउन सकिन्छ भन्ने कुरामा हामी विश्वास गर्दछौं ।

अन्तिममा यहाँहरूका सन्ततिहरूको उज्ज्वल भविष्यका लागि पूर्ण र स्वस्थ शैक्षिक वातावरण सृजना गर्ने कार्यमा हामी अत्यन्त सचेत र प्रतिबद्ध छौं । त्यस्तै यहाँहरू पनि आफ्ना छोराछोरीहरूलाई अध्ययनका साथै कलेजका अनुशासन र नियमहरूको जानकारी र पालना गराई अनुशासित र आज्ञाकारी बन्न प्रेरित गर्ने कुरामा सचेत र प्रतिबद्ध भइदिनुहुने कुराको अपेक्षा गर्दछौं ।

अतः यहाँ संलग्न कलेजको आचारसंहिताकोपालनासम्बन्धी पत्रमा आफूले र आफ्ना सन्ततिलाई सही गरी/गराई लिखित प्रतिबद्धता जाहेर गरिदिनुहुन विनम्र अनुरोध गर्दछौं ।

भवदीय,
नरेशप्रसाद श्रेष्ठ, प्राचार्य



म यस पुस्तिकामा देखिएका सबै नियम तथा आचारसंहितासम्बन्धी बुँदाहरूको अक्षरशः पालना गर्ने वाचा गर्दछु । मबाट उल्लिखित नियम र आचारसंहिताविपरित कुनै पनि गतिविधि भएमा कलेजले गर्ने अनुशासनको कारबाही सहन तयार हुनेछु ।

विद्यार्थीको नाम: विद्यार्थीको सही: मिति:
कक्षा: रोल नं.: सेक्सन:

म अभिभावकका नाताले छोरी/छोरी लाई यस पुस्तिकामा लेखिएका सम्पूर्ण नियम र आचारसंहितासम्बन्धी बुँदाहरूको अक्षरशः पालना गराउने वाचा गर्दछु । मेरा छोरा/छोरीबाट उल्लिखित नियम र आचारसंहिताविपरित कुनै पनि गतिविधि भएमा कलेजले गर्ने अनुशासनको कारबाहीमा मेरो मन्जुरी रहनेछ ।

अभिभावकको नाम: सही: मिति: