

**STUDENT HANDBOOK**

**OF**

**BBA/BIM**

## **TABLE OF CONTENTS**

**Foreword**  
**Mission Statement**  
**Statement of Aims**  
**Student Outcomes**  
**2011-2012 College Calendar**  
**College Events for 2011-2012 College Calendar**

### **SECTION I      GENERAL INFORMATION**

- A. College Hours
- B. Cafeteria
- C. Change of Address or Telephone Number
- D. Lost & Found
- E. Identification Cards
- F. Bus Service
- G. Fee Rules
- H. Library Rules
- I. Parent Concerns
- J. Private Tuitions

### **SECTION II     ATTENDANCE POLICIES & PROCEDURES**

- A. Absences
- B. Result of Unexcused Absences
- C. Admission to Class After an Absence
- D. Early Dismissal of Individual Students
- E. Tardy to College
- F. Tardy to Class

### **SECTION III    ASSESSMENT POLICIES & PROCEDURES**

- A. Continuous Comprehensive Assessment Scheme (CCAS)
- B. Unit Test
- C. Terminal Examinations
- D. Examination Norms
- E. Journal (Fair Copy)
- F. Homework and Other Assignments
- G. Supplementary Examination Policy
- H. Textbooks

### **SECTION IV    DISCIPLINE POLICIES & PROCEDURES**

- A. Core Responsibility
- B. Dress Code
- C. Code of Conduct Violations
- D. Disciplinary Measures

## **SECTION V            Extracurricular Activities & Clubs**

- A. Prime College IT Club
- B. Prime College Sports Club
- C. Prime College Alumni Association
- D. College Publications

### **FOREWORD**

Welcome to the 2005-2006 college year! The book you are holding in your hands is your guide to important information you need to know about *BIM and BBA Program* of Prime College and what it has to offer you.

Prime College has achieved a reputation as one of the finest college in Kathmandu with commitment to Management, Science 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 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.

## **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: 11:30 a.m. to 5:00 p.m.

### **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. Food and beverages are not allowed in the class rooms.

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 buses 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 advance and annual fee should be paid in two installments.

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 in advance within the due date.
2. No deduction shall be allowed for broken period.
3. Fees once paid will not be refunded.
4. Fees should be accredited to the Prime College Account in The Nepal Credit & Commerce Bank, Joshi Building, New Road.

### **PAYMENT PLAN**

#### **Annual Fees (At the time of Admission)**

##### **1st Installment**

(By August 15, 2005)

##### **2nd Installment**

(By December 15, 2005)

##### **3rd Installment**

(By March 15, 2006)

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. 20/- as the late payment fine per day 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.

**Withdrawal Policy:** Parents willing to withdraw their wards from the college can do so by submitting an application with valid reasons to the principal within one month of admission. The admission fee and one month's fee will be charged and remaining amount will be refunded. In case of withdrawal after one month of admission, all fees applicable will be charged and decision of management will be final regarding the refund.

Security deposit will be refunded only after the completion of the academic program and clearance from concerned offices.

## 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 (4360180) prior to 10:00 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 10:00 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 11:00 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.

### **C. 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.

### **D. 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 authorized guardian. The student will be issued a pass, which will excuse him/her to report to the office and sign out.

## **E. Tardy to College**

It is the obligation of a college and to its community to teach proper citizenship and good work habits; therefore, a student should be on time to college and to class if she/he is to take full advantage of all the opportunities offered by the college.

Tardiness is disruptive to the college process and is considered to be a serious matter. **A student is tardy to college if she/he is not in her/his seat when the first period bell starts to ring.** Any student who is tardy to college must report to the principal's (or Program Director's) office for a tardy slip. Each student will be permitted two tardies to college per year without penalty. After the second tardy, the student will either be sent back or suspended.

## **F. Tardy to Class**

Excluding first period, students who are late to class more than one time in a term will be required to follow the consequence set by the classroom teacher. Students who enter a class more than five minutes late without a pass should be sent to the office, where the penalty will be the same as for being late to college. A student is tardy to class if she/he is not in her/his seat when the tardy bell begins to ring. Teachers have developed their own reward/punishment system for tardies to class.

Students who don't follow the class rules concerning tardies will have a choice between detention and a one-day in-college suspension.

## 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, seminar, field trips and report writing exercises to augment the teaching - learning process.

**Important Note:** Students must appear and pass, in all Tests and Terminal Exams in order to be eligible for Sent Up and Final Board Examination.

#### B. Unit Tests

There will be at least two class **Tests** each for class BIM and BBA and it will run for 1 Hours. Full Mark shall be decided by Concerned faculty members and Pass Marks shall be 50%. In the examination, students must come on time. Other classes will be conducted as usual. Class tests also could be conducted as oral tests (viva) or Computer Based Assessment CBA's.

#### C. Terminal Examinations

There will be three **Terminal Examinations** each for class BIM and BBA and it will run for 2-3 Hours depending upon the subjects. There will be practical tests for prescribed subjects and students must appear and pass the entire practical test(s) to pass in the terminal examinations. Students must secure minimum of 50% marks in both Theory and Practical exams separately.

**Presece in the college during class Tests/Terminal Examinations is compulsory.**

**D. Examination Norms**

In order to prepare our students for final examination, following norms must be practiced during class tests and 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 be allowed to go out in the first hour only.
- vii) One student at a time from one room will be allowed to go out.
- viii) Maximum time allowed would be four minutes.
- lx) Students will be stopped going out from the beginning of the third hour.
- x) Books, copies and bags are not allowed in the exam rooms.
- xi) 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].

xii) Front page of the answer sheet must be properly filled.

[Very Important – If not done properly the result will be withheld]

xiii) Presentation on the answer sheet must be attractive along with the content.

[Must be neat and clean].

xiv) Answer Number must be clearly written.

[Otherwise marks will not be allocated]

xv) 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.

### **E. 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.

### **F. 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.

### **G. Supplementary Examination Policy**

Students who fail in one or two subjects with minimum of 25% may be allowed to appear for a supplementary examination on payment of supplementary examination fee as prescribed.

Failure in the supplementary examination will be considered a failure.

#### **H. 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 III

### DISCIPLINE POLICIES & PROCEDURES

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.
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	Jet Black
Shirt	Light Gray full/half sleeves
Coat	Multipurpose navy blue coat with 3 buttons (For winter only)

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 walk-mans, 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/Program Director and given specific academic assignments to do. He/she may also be detained after the college hours.

**SUSPENSION:** Recommended by the Program Director or the Principal, suspension is a short period of time (unto 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 IV**

### **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.

## Student/Parent Acknowledgement Form

Dear Parent,

Experience tells us that a safe, orderly college environment is essential to student learning. That environment promotes a positive college climate and high expectations for both behavior and learning.

This booklet is 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:

Date

Grade:

Section:

Roll No:

Bachelor curricular

Management Courses	27 Credit Hours
Analytical and Support Courses	27 Credit Hours
Information Technology and Computing Courses	60 Credit Hours
Elective Courses	6 Credit Hours
Internship: Industrial Attachment Project	6 Credit Hours
<b>Total</b>	<b>126 Credit Hours</b>
<b>Elective Courses</b>	<b>6 Credit hours</b>
ITC 301: System Administration - Win NT	3 Credit hours
ITC 302: Graphics User Interface Programming Using C++	3 Credit hours
ITC 303: Computer Based Financial Engineering	3 Credit hours
ITC 304: Electronic Reporting and Auditing of Accounting Information	3 Credit hours
Internship	6 Credit hours

COURSE COMPOSITION

<b>I. Management Courses</b>	<b>27 Credit hours</b>
MGT 201: Principles of Management	3 Credit hours
MGT 202: Human Resource Management	3 Credit hours
MGT 203: Organizational Relations	3 Credit hours
MGT 204: Business Communication	3 Credit hours
MGT 205: Operations Management	3 Credit hours
ACC 201: Financial Accounting	3 Credit hours
ACC 202: Cost and Management Accounting	3 Credit hours
FIN 201: Business Finance	3 Credit hours
MKT 201: Principles of Marketing	3 Credit hours
<b>II. Analytical and Support Courses</b>	<b>27 Credit hours</b>
ENG 201: English Composition	3 Credit hours
MTH 201: Basic Mathematics	3 Credit hours
MTH 202: Discrete Mathematics	3 Credit hours
STT 201: Statistics	3 Credit hours
ECO 201: Micro Economics	3 Credit hours
ECO 202: Macro Economics	3 Credit hours
LOG 201: Critical Thinking and Decision Making	3 Credit hours
SOC 201: Sociology	3 Credit hours
PSY 201: Psychology	3 Credit hours
<b>III. Information Technology and</b>	<b>60 Credit</b>



<b>Computing Courses</b>	<b>hours</b>
ITC 211: Computer Information System	3 Credit hours
ITC 212: Digital Logic	3 Credit hours
ITC 213: Structured Programming	3 Credit hours
ITC 214: Data Communication and Computer Network	3 Credit hours
ITC 215: Data Structure and Algorithm	3 Credit hours
ITC 216: Object Oriented Programming	3 Credit hours
ITC 217: Microprocessor Programming	3 Credit hours
ITC 218: Database Management System	3 Credit hours
ITC 219: Web Technology	3 Credit hours
ITC 220: Computer Organization	3 Credit hours
ITC 221: Computer Graphics	3 Credit hours
ITC 222: JAVA Programming	3 Credit hours
ITC 223: Artificial Intelligence	3 Credit hours
ITC 224: Client Server Computing	3 Credit hours
ITC 225: Software Engineering	3 Credit hours
ITC 226: Management Information System	3 Credit hours
ITC 227: IT Entrepreneurship and Supply Chain Management	3 Credit hours
ITC 228: High Speed Network and Multimedia Networking	3 Credit hours
ITC 229: Computer Security and Cyber Law	3 Credit hours
ITC 330: Economics of Information and Communications	3 Credit hours
<b>IV. Elective Courses</b>	<b>6 Credit hours</b>
ITC 301: System Administration - Win NT	3 Credit hours
ITC 302: Graphics User Interface Programming Using C++	3 Credit hours
ITC 303: Computer Based Financial Engineering	3 Credit hours
ITC 304: Electronic Reporting and Auditing of Accounting Information	3 Credit hours
<b>V. Internship</b>	<b>6 Credit hours</b>

### Course Cycle

<b>First Semester</b>		<b>Credit Hours</b>
1. MGT 201:	Principles of Management	3
2. ENG 201:	English Composition	3
3. MTH 201:	Basic Mathematics	3
4. ITC 211:	Computer Information System	3
5. ITC 212:	Digital Logic	3
<b>Second Semester</b>		<b>Credit Hours</b>
1. SOC 201:	Sociology	3

2. MTH 202:	Discrete Mathematics	3
3. MGT 204:	Business Communication	3
4. ITC 213:	Structured Programming	3
5. ITC 214:	Data Communication and Computer Network	3
<b>Third Semester</b>		<b>Credit Hours</b>
1. STT 201:	Statistics	3
2. PSY 201:	Psychology	3
3. ITC 215:	Data Structure and Algorithm	3
4. ITC 216:	Object Oriented Programming	3
5. ITC 217:	Microprocessor Programming	3
<b>Fourth Semester</b>		<b>Credit Hours</b>
1. ACC 201:	Financial Accounting	3
2. ECO 201:	Micro Economics	3
3. ITC 218:	Database Management System	3
4. ITC 219:	Web Technology	3
5. ITC 220:	Computer Organization	3
<b>Fifth Semester</b>		<b>Credit Hours</b>
1. ACC 202:	Cost and Management Accounting	3
2. ECO 202:	Macro Economics	3
3. ITC 221:	Computer Graphics	3
4. ITC 222:	JAVA Programming	3
5. ITC 223:	Artificial Intelligence	3
<b>Sixth Semester</b>		<b>Credit Hours</b>
1. FIN 201:	Business Finance	3
2. MGT 205:	Operations Management	3
3. MKT 201:	Principles of Marketing	3
4. ITC 224:	Client Server Computing	3
5. ITC 225:	Software Engineering	3
<b>Seventh Semester</b>		<b>Credit Hours</b>
1. LOG 201:	Critical Thinking and Decision Making	3
2. MGT 203:	Organization Relations	3
3. MGT 202:	Human Resource Management	3
4. ITC 226:	Management Information System	3
5. ITC 227:	IT Entrepreneurship and Supply Chain Management	3
6. ITC 228:	High Speed Network and Multimedia Networking	3
<b>Eighth Semester</b>		<b>Credit Hours</b>
1. ITC 229:	Computer Security and Cyber Law	3
2. ITC 230:	Economics of Information and Communication	3
3.	Elective I	3
4.	Elective II	3
5. IM 210:	Internship: Industrial Attachment Project	6

### Industrial Attachment Project

Students during the Eighth Semester shall be attached to organizations where they have to work for a period of eight weeks. Each student shall prepare an individual report in the prescribed format based on his or her work in the respective organization assigned to him/her. Evaluation of the industrial

attachment shall be based on the project report. The report must be submitted by the end of the Eighth Semester. Students must secure a grade 'C' in the industrial attachment project. The industrial attachment project report shall carry a value equivalent to 6 credit hours.

### Teaching Pedagogy

The general teaching methodology includes class lectures, group discussions, case studies, practical exercises, laboratory work, project work, and term papers. The teaching faculty according to the needs of the course will determine the choice of the teaching methodology.

The concerned teacher/instructor shall develop a detailed course outline and work plan at the beginning of each semester and also recommend the basic text and other reference materials for teaching - learning of the course modules.

Letter Grade	Cumulative Grade Point Average (CGPA)	Divisions
A	3.5 to 4.0	First Division with Distinction
B	2.5 to 3.4	First Division
C	2.0 to 2.4	Second Division
D	1.5 to 1.9	Pass in Individual Paper
F	0 to 1.4	Fail

### Attendance

Students are required to attend regularly all lectures, practical classes, seminars and presentations as required by the course. A candidate is required to attend at least 90% of such activities in order to be eligible to appear in the semester examination.

---

Code No.	Course Title	Internal %	Final %	Total %
MGT 201	Principles of Management	40	60	100
MGT 202	Human Resource Management	40	60	100
MGT 203	Organizational Relations	40	60	100
MGT 204	Business Communication	40	60	100
MGT 205	Operations Management	40	60	100
ACC 201	Financial Accounting	40	60	100
ACC 202	Cost and Management Accounting	40	60	100
FIN 201	Business Finance	40	60	100
MKT 201	Principles of Marketing	40	60	100

ENG 201	English Composition	40	60	100
MTH 201	Basic Mathematics	40	60	100
MTH 202	Discrete Mathematics	40	60	100
STT 201	Statistics	40	60	100
ECO 201	Micro Economics	40	60	100
ECO 202	Macro Economics	40	60	100
LOG 201	Critical Thinking and Decision Making	40	60	100
SOC 201	Sociology	40	60	100
PSY 201	Psychology	40	60	100

Code No	Course Title	Internal %	Final			Total%
			Theory %	Practical %	Micro Project %	
ITC 211	Computer Information System	40	40	20		100
ITC 212	Digital Logic	40	40	20		100
ITC 213	Structured Programming	40	40	20		100
ITC 214	Data Communication and Computer Network	40	40	20		100
ITC 215	Data Structure and Algorithm	40	40	20		100
ITC 216	Object Oriented Programming	40	40	20		100
ITC 217	Microprocessor Programming	40	40	20		100
ITC 218	Database Management System	40	40	20		100
ITC 219	Web Technology	40	40	20		100
ITC 220	Computer Organization	40	40	20		100
ITC 221	Computer Graphics	40	40	20		100
ITC 222	JAVA Programming	40	40	20		100
ITC 223	Artificial Intelligence	40	40	20		100
ITC 224	Client Server Computing	40	40	20		100
ITC 225	Software Engineering	40	40		20	100
ITC 226	Management Information System	40	40		20	100
ITC 227	IT Entrepreneurship and Supply Chain Mgmt.	40	60			100
ITC 228	High Speed Network and Multimedia Networking	40	60			100
ITC 229	Computer Security and Cyber Law	40	60			100
ITC 330	Economics of Information and Communications	40	60			100
ITC 301	System Administration -	40	40	20		100

	WinNT					
ITC 302	Graphics User Interface Programming Using C++	40	40	20		100
ITC 303	Computer Based Financial Engineering	40	40		20	100
ITC 304	Electronic Reporting and Auditing of Accounting Information	40	40		20	100
	Software Project Management	40	40	20		100
	OOAD					
	OODBMS					