



Affiliated to T.U.



STUDENTS HAND BOOK BBS

PRIME COLLEGE
Khusibun, Nayabazar, Kathmandu
Tel: 4-390072, 4-361690 | Fax: 4362480
E-mail: info@prime.edu.np
Website: www.prime.edu.np

Student Handbook

- Foreword
- Mission Statement
- Statement of Aims
- Student Outcomes
- 2013/14 calendar

SECTION I GENERAL INFORMATION

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

SECTION II ATTENDANCE POLICIES & PROCEDURES

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

SECTION VI PRIME ICT POLICY

- A. Basic principles
- B. Use of individual computers and local area networks
- C. Use of email facilities
- D. Use of web facilities: Internet and Intranet
- E. Responsibilities and sanctions

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 his/her 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 the staff.
- To recognize 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: 6:30 a.m. to 10:45 a.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. 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.

Student Handbook

3. Fees once paid will not be refunded.
4. Fees should be paid in prime college at account counter.

PAYMENT PLAN

Annual Fees (At the time of Admission)

1 st Installment	2 nd Installment	3 rd Installment
Before two week of	Before two week of	Before two week of
1 st term exam	2 nd term exam	Pre Board exam

Note:

1. T.U. Registration and Examination Fee will be as per the T.U. rules, which are not included in the above structure.
2. Expenses related to internship and field visits have to be borne by the students themselves.
3. If fees are paid in single installment, 3% rebate in Tuition fee will be provided.

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.

G. 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 **THREE** 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.

H. Printing and Photocopy Facilities

The students will get the following printing and photocopy facilities:

- a) A set of photocopies of TU semester exam questions.
- b) Printing a set of final project report.

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 the college is a positive attendance pattern at the college 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 (4-390072) prior to 8:30 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.

Student Handbook

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 11:00 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 8:30 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

Student Handbook

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 authorised 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 and class

It is the obligation of a college and 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. The college starts at 6:30 am and they have to be here by 6:25 am. 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.

Note: The students should understand that these procedures are essential for maintaining positive teaching – learning environment. The management expects full cooperation from the students in implementing the above rules.

SECTION III

Assessment Policies & Procedures

A. Continuous Comprehensive Assessment Scheme (CCAS)

Prime College has introduced the **Continuous Comprehensive Assessment Scheme (CCAS)** with effect from September 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. Regular assessments will provide consistency to the teaching-learning process.

To encourage students to work regularly throughout the semester/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 semester. Besides this, there will be regular class tests, home works, 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 the first and final year examination and the same provision would be applied to continue his/her scholarship what he/she has been getting since admission.

B. Assignments

There will be at least three assignments for BBS classes. Full Mark shall be decided by concerned faculty members and Pass Marks shall be 40%. 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 and it will run for 1-3 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 40% marks in both Theory and Practical exams separately.

Presence 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. Be 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 in immediate expulsion from the exam hall and subsequently from the college.
- vi. Questions will not be explained.
- vii. Students will be allowed to go out in the second hour only.
- viii. One student at a time from one room will be allowed to go out.
- ix. Maximum time allowed would be four minutes.
- x. Students will be stopped going out from the beginning of the third hour.
- xi. Books, copies and bags are not allowed in the exam rooms.
- xii. 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].
- xiii. Front page of the answer sheet must be properly filled.
[Very Important – If not done properly the result will be withheld]
- xiv. Presentation on the answer sheet must be attractive along with the content. [Must be neat and clean]
- xv. Answer Number must be clearly written. [Otherwise marks will not be allocated]
- xvi. After completion of the answer, clearly mark it with straight lines using scale.

Student Handbook

- xvii. Write clearly your symbol number and subject in the additional answer sheets.
- xviii. Students need to bring all the necessary materials like pen, pencil, rulers, calculators, log tables etc. Borrowing from other students will not be permitted as it will disturb other students.

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. Supplementary Examination Policy

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

Failure in the supplementary examination will be considered a failure.

G. 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 & Procedures

Prime College strives to provide an environment that supports academic achievement as well as the growth and development of positive student self-esteem. In order for the students to learn and the 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 misbehavior. 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 behavior 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

Student Handbook

5. Be prepared to learn
6. Honor 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 home works/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 a supervisor.
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 ward's concerns or needs
2. Review college rules and discipline policy with your ward
3. Encourage ward to do his/her best
4. Contact college if ward will be absent.
5. Be available for conferences. Contact administrators to discuss problems your ward 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

Student Handbook

action which will address individual needs and which can be initiated at the college and reinforced at home.

7. Make sure your ward is in college on time every day.
8. Help ward learn about the Prime Colleges' behavioral expectations and the consequences of breaking rules.

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. Enforce the Prime College Student Behavior Standards fairly and consistently using appropriate consequences.
5. Provide students with a safe college environment
6. Encourage and model good attendance
7. Document inappropriate behavior.

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 for 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	Lining black
Shirt	Light Sky blue full/half sleeves, Coat in black lining, Sweater in black lining

The correct uniform must be worn at College and to and from College. The wearing of the full College uniform is compulsory except on Fridays. 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 jewelry and hair.

b. General Appearance

Students' appearance at all times should conform to acceptable standards. Boys are not permitted to wear ear-rings.

Hair

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

c. Jewelry

Jewelry is not permitted.

C. Code of Conduct Violations

- 1. Possessing or using tobacco, alcohol or harmful drugs or substances is strictly 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. 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. Communication/Electronic Devices

Students are prohibited from possessing paging devices, **cellular telephones**, etc. within a college building or on the college grounds during college hours. Students are not allowed to bring walk-mans, headset radios, video games or any other electronic devices to college. Discmans and cell phones are not conducive to the learning environment; therefore, staff members have the right to confiscate cellular telephones, walkmans, and 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 / DETENTION:

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.

Student Handbook

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 V

Extra-Curricular 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.

BBS COURSE CONTENTS

FIRST YEAR

1. Business English (MGT.201)
2. Business Statistics (MGT.202)
3. Business Economics I (MGT.203)
4. Accounting for Financial Analysis and Planning (MGT.211)
5. Principles of Management (MGT 213)

SECOND YEAR

1. Business Communication
2. Business Economics II
3. Fundamentals of Marketing (MGT.214)
4. Cost & Management Accounting (MGT.212)
5. Foundation of Human Resource Management (MGT 216)

THIRD YEAR

1. Business Environment and Strategy
2. Fundamentals of Financial Management (MGT.214)
3. Business Law (MGT.204)
4. Taxation and Auditing
5. Organization Behavior

FOURTH YEAR

Concentration Area

(Three course from any one of the following five functional areas)

1. Entrepreneurship and Enterprise Development
2. Concentration I
3. Concentration II
4. Concentration III
5. Business Research Method
6. Final Project

SECTION VI
**Policy of Internet, Intranet, Email and Web for
Prime College Student**

A. Basic principles

Prime College's computer equipment, Internet and Intranet, as well as e-mail facilities are the property of the Organization. They are provided, established and maintained in furtherance of Prime College's goals and for the implementation of the **PRIME COLLEGE** program, and should be handled with utmost care and discretion. While the Organization aims to provide a reasonable level of privacy, users should be aware that the data they create on PRIME College's computer system in the exercise of their professional duties remain the property of **PRIME COLLEGE** and can be monitored for security reasons. When using **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**, all **PRIME COLLEGE** students should be guided at all times by the following principles:

Care and discretion

1. Constantly bear in mind the requirement of understanding of and loyalty to the objectives and purposes of **PRIME COLLEGE** as set forth in its Constitution.
2. Be tolerant of different points of view, cultural patterns and work habits without prejudice or bias towards any nationalities, religions and cultures.
3. For using Labs before 11:00AM and after 5:30PM, Get Permission of Prime College's **ADMIN OFFICER** or corresponding **BIM, BBA, BBS, B.Sc (CSIT) COORDINATOR** and without permission, labs PC will not be access.
4. Remember that you are accountable both legally and ethically for all your actions using ICTs. Confidentiality/Privacy/Authenticity
5. Do not engage in practices that invade the privacy of other users of e-mail/web facilities.
6. Do not break or aid others to break into individual computers or computer networks.

Student Handbook

7. Do not obtain passwords or other access information by fraudulent means.
8. Keep all passwords supplied for accessing ICTs as your personal secret.
9. Do not seek or disclose confidential information over ICTs unless duly authorized to do so.
10. Be aware of the importance of the integrity and authenticity of all electronically created documents.
11. Do not modify any electronic contents produced by someone else unless duly authorized to do so. Intellectual property rights
12. Use as widely as possible electronic information in the public domain.
13. Refrain from illegally copying or making available copies of protected works.
14. Obtain copyright of material that you want to reproduce electronically.
15. Indicate the sources of material for which you have obtained copyright.
16. Be aware that the intellectual property of your work produced with the help of ICTs belongs to **PRIME COLLEGE**.
17. Refrain from creating materials or sending messages/consulting sites whose content is liable to violate human dignity, including racist or extremist contents, advocating discrimination on the basis of gender, sexual orientation, handicap, religion or the conviction of a person or a group of persons.
18. Do not use ICTs for activities incompatible with Prime College's ideals and/or the international civil servants' status, for unlawful activities, commercial purposes that are not under the auspices of **PRIME COLLEGE**, for personal and financial gain, or otherwise.
19. Use ICTs for private purposes outside working hours only, provided that it does not overstrain the Organization's technical resources or interfere with the performance of official duties.
20. Comply in private use of ICTs with the basic principles outlined in the present Code of Conduct.
21. Do not give access to ICTs to persons not belonging to **PRIME COLLEGE** (e.g. relatives or friends) and avoid/prevent usages that contradict the principles and directives set out in the present Code of Conduct.

B. Use of individual computers and local area networks

1. Do not move any computer equipment from or to your office unless duly authorized to do so by your **LAN Manager** or **SYSTEM ADMINISTRATOR** or **Lab Assistant**.
2. Install or uninstall hardware and software with approval of your **LAN manager** or **SYSTEM ADMINISTRATOR** or **Lab Assistant**.
3. Never connect computers or other hardware, such as modems or **LAPTOP**, which are not property of **PRIME COLLEGE** to the computer network without prior authorization by your **LAN manager** or **SYSTEM ADMINISTRATOR**.
4. Never install non-standard software without the authorization and help of your **LAN manager** or **SYSTEM ADMINISTRATOR**.
5. Never change or remove standard software and hardware configuration without prior authorization by your **LAN manager** or **SYSTEM ADMINISTRATOR**.
6. Protect access to your computer with a user name and password.
7. Change your password regularly.
8. Switch off the computer(s) and UPS for which you are responsible when leaving Prime College's LAB.
9. Refrain from storing private data (including music, video files or graphics) on Prime College's servers.

C. Use of e-mail facilities

1. Use Web mail (<http://mail.prime.edu.np>) to access your email account
2. For web mail, Username should yourname@prime.edu.np and type your password. For example: username box: prime@prime.edu.np .
3. Treat other email users with respect; never put in a mail message anything you would not put on a postcard.
4. Be careful when addressing mail: pay attention to whom you address your message (To:) or send "carbon copies" (Cc:); do not send "blind carbon copies" (Bcc:); before forwarding a message received from another user, consider if you need a prior consent of the latter.
5. When replying, do not continue to include other people in what has become a two-way conversation.
6. Adapt the style of your mail to your relationship with the recipient and to the context of the communication; be especially careful with humor, sarcasm, understatements, idioms, etc.
7. Apply common sense reality checks before assuming a mail is valid.

8. Avoid emotional responses to messages.
9. Acknowledge immediately receipt of an urgent and/or important message even if you intend to send a longer reply later.
10. Avoid gratuitous messages and/or replies to replies.
11. Always use your official **PRIME COLLEGE** e-mail address in the fulfillment of your professional duties.
12. Be careful when using automatic forwarding facilities so as to avoid creating a forwarding loop.
13. Contact the **PRIME COLLEGE** Email Manager (postmaster@prime.edu.np) if you receive any questionable or illegal message.
14. Do not change the wording of a message you have received, if you forward or re-post it.
15. Give proper attribution to texts you use in your mail, if you are not the author.
16. Always give a subject heading which clearly reflects the content of the message; stick to one subject per message.
17. Keep your messages short and to the point, without being terse.
18. Include the original material when replying to a message.
19. Limit the use of symbols, non-standard fonts, special formatting or colors.
20. Never send or forward chain letters, spam's or similar kinds of messages; do not forward "virus alerts", which can be sent by authorized postmaster personnel only; other users may only report suspected viruses to postmaster (at: virus-alerts@Prime.edu.np).
21. Avoid sending large messages, which risk not to be delivered or may result in excessive consumption of resources; consult with **SYSTEM ADMINISTRATOR** or your **LAN manager** when you wish to disseminate voluminous files.
22. File important e-mails in your Personal Folders or stored locally or your hard drive.
23. Clean your mailbox regularly, because you have a 4MB of Prime College's mail box.
24. Do not let personal use of the e-mail interfere with your professional duties.
25. Be aware of your right not to receive unsolicited messages disseminated by another user through a special distribution list if those do not concern directly your professional duties; make use of your right to unsubscribe from special distribution lists.

26. Limit the content of messages to be sent to distribution list to the absolute minimum and avoid including attachments.

D. Use of web facilities; Internet and Intranet.

1. Avoid over-occupying Prime College's Internet bandwidth.
2. Keep your username and identification (login IDs) confidential since you are accountable for any activity undertaken with them.
3. Avoid entering/visiting sites, the content of which do not correspond to Prime College's values and objectives (e.g. sites with pornographic, violent or racist content).
4. Use the Intranet facilities to keep you informed about the Daily Lecture Class Notes, Assessments and to access shared professional tools.
5. Do not download large files, such as music, games, high-definition images and videos, unless this is required for your work.
6. Do not listen to or view real-time audio and video broadcasts unless this is required for your work.
7. Do not commit **PRIME COLLEGE** to financial obligations arising from Internet services unless you have your **SYSTEM ADMINISTRATOR** authorization.
8. Use chat facilities for professional purposes only on **PRIME COLLEGE** Chat Room.
9. Alert your webmaster to mistakes and/or functional problems with any **PRIME COLLEGE** web pages.
10. Use Intranet facilities to publish professional information you have to share with colleagues.

E. Responsibilities and sanctions

1. Each user shall comply with the principles set out in the Code of Conduct and is personally responsible for their strict observance. External users shall be required to sign a specific agreement to this effect. All users shall respect the property of the **PRIME COLLEGE**, the rule of law and the administration of justice by facilitating the investigation of any alleged violation of the Code of Conduct.
2. **SYSTEM ADMINISTRATOR** is responsible for the networking, configuring and operations of the Web, e-mail and related services. More specifically, it is in charge of user registration, technical assistance and ensuring cost-effective use of these tools.

3. **SYSTEM ADMINISTRATOR** coordinates issues concerning the overall content coherence; design and usability of the Internet/Intranet pages. It is responsible for the central intranet page and general information updating.
4. Use of Prime College's Web and e-mail facilities may be monitored by the Administration for compliance with the principles of this Code of Conduct. Any such monitoring shall be based on the reasonable grounds and authorized by the PRINCIPAL OF PRIME COLLEGE. Information derived from monitoring may be used to further the course of an official investigation or as the basis for disciplinary proceedings in accordance with the Students regulations and rules.
5. Any detected violation of these principles by an external user shall be sanctioned by a written warning from **ADMIN OFFICER** or **COORDINATOR** sent to the appropriate authorities, unless the **PRINCIPAL** decides that the gravity of the violation calls for an immediate suspension of access to the web/e-mail facilities: and disciplinary proceedings in accordance with Student Regulation. A repeat violation entails an immediate suspension of access or relevant laws of action or takes legal action.
6. Any external e-mail address, from which a message violating the above stated principles and rules is sent/forwarded to **PRIME COLLEGE** e-mail addresses, shall be blocked/filtered off permanently and will take necessary action by **ADMIN OFFICER**.

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 booth phone provided by college.

I-pod, 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: A 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.
- ◆ 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.
- ◆ Students must not use mobile phone in the college premises. If found using mobile phone or any electronic devices that would be seized permanently. If they need to make a call they can call through the coin phone booth provided by college at the corner of front office.
- ◆ 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 T.U. Board Examinations.
- ◆ Homework is given on the daily basis to strengthen the learning.

Student Handbook

- ◆ Students should participate in the extracurricular 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.
- ◆ Helmets are not allowed inside the class room & the college will not take any responsibilities if lost.
- ◆ Valid driving license is compulsory for all bike users.

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 धूम्रपान, मद्यपान तथा कुनै पनि किसिमको लागूपदार्थ प्रयोग गरेको पाइएमा कलेजले तुरुन्त निष्काशन गरिनेछ ।
३. कुनै पनि विद्यार्थीले यस कलेजका शिक्षक तथा कर्मचारीहरूलाई दुर्व्यवहार गरेमा त्यस्ता विद्यार्थीलाई तुरुन्त निष्काशन गरिनेछ ।
४. कुनै पनि विद्यार्थी प्रहरीको तजरमा कुनै पनि किसिमको अपराधिक क्रियाकलापमा संलग्न भएको पाइएमा कलेज छोड्न बाध्य हुनेछ ।
५. कक्षा भङ्गरेको समयमा कुनै पनि विद्यार्थीलाई चमेनागृह (क्याफेटेरिया) जान अनुमति छैन ।
६. कलेज बसको प्रयोगकर्ता विद्यार्थीले वाटामा हिँडेरहेको कुनै पनि व्यक्तिलाई जिस्काउन, अश्लील हाउभाउ प्रदर्शन गर्न, गालीगलौज गर्न पाउनेछैन ।
७. कुनै पनि विद्यार्थीले कक्षाकोठाभित्र, कलेजकम्पाउन्डभित्र 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 । गहनाहरू लगाउन पाउनेछैन ।
१३. विद्यार्थीले (छात्रले) कुनै पनि किसिमको सिक्री लगाउन पाउनेछैन ।
१४. कुनै पनि विद्यार्थीले कलेज पोशाकमा चलचित्रघर, रेस्टुरेन्ट, पब, डिस्को बड्कर्स पार्टी, नाटकघरजस्ता 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 फाँटिनेछ । फिता गर्नैछैन । 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 पुनः परीक्षाको व्यवस्था गरिनेछैन र यस्ता विद्यार्थीहरूलाई T.U.का बोर्ड परीक्षाहरूमा सामेल गराइनेछैन ।
१७. विद्यार्थीलाई हरेक दिन गृहकार्य दिइनेछ ।
१८. विद्यार्थीहरूले कलेजको शैक्षिक क्यालेन्डरमा उल्लेख भएअनुसारको अतिरिक्त क्रियाकलापहरूमा सक्रियरूपले सहभागी हुनुपर्नेछ ।
१९. T.U.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 सिफिस्त विरामी 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 कारवाही गरिनेछ ।
२१. कुनै पनि विद्यार्थीलाई कसैसँग कलेजभित्र वा बाहिर भैंभ्रगडा वा कुटपिटमा संलग्न भएको पाइएमा कलेजले निजलाई तुरुन्त निष्काशन गर्नेछ ।
२२. निजी सवारी साधन प्रयोगकर्ता विद्यार्थीले सवारी चालक अनुमति पत्र (लाइसेन्स) अनिवार्य रूपमा बोक्नुपर्नेछ ।
२३. कक्षाकोठाभित्र हेल्मेट लैजान पाउनेछैन र हेल्मेट हराएमा कलेज जवाफदेही हुनेछैन ।

Student Handbook

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:

विद्यार्थी/अभिभावक आचारसंहिता पालन सम्बन्धी 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 भविष्यसंग प्रत्यक्ष रूपले जोडिएको पठनपाठनका लागि सुरक्षित, शान्त र अनुशासित वातावरण सृजना गर्न चाहन्छौं, कायम गर्न चाहन्छौं। 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 हात-हातमा पुऱ्याएका छौं। यसको मुख्य उद्देश्य कलेजमा सर्वोत्तम शैक्षिक वातावरण तयार गर्न हामी कलेज व्यवस्थापनको मात्र होइन, तपाईं अभिभावक दुवैको साभेदारीबाट नै शैक्षिक वातावरणलाई मर्यादित र अनुशासित बनाउन सकिन्छ भन्ने कुरामा विश्वास गर्दछौं।

अन्तिममा यहाँहरूका सन्ततिहरूको उज्वल 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 बाचा गर्दछु। म बाट उल्लेखित नियम र आचारसंहिताविपरित कुनै पनि गतिविधि भएमा कलेजले गर्ने अनुशासनको कारवाही सहन तयार हुनेछु।

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

म अभिभावक नाताले छोरी/छोरी लाई यस पुस्तिकामा लेखिएका सम्पूर्ण नियम र आचारसंहितासम्बन्धी बुँदाहरूको अक्षरशः पालना गराउने बाचा गर्दछु। मेरा छोरा/छोरीबाट उल्लेखित नियम र आचारसंहिताविपरित कुनै पनि गतिविधि भएमा कलेजले गर्ने अनुशासनको कारवाही मन्जुर गर्न तयार हुनेछु।

अभिभावकको नाम :

सही : मिति :