



# **STUDENT HANDBOOK 2014**

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## Message from the MD



There is a good scope in Nepal for students who want to pursue their career in IT . The demand of IT qualified professionals are not limited within the territory of Nepal only; the demand is rapid around the globe.

Basically in Nepal, IT related national and international companies are being established from the past few years; outsourcing has flourished and people are making more money in Nepal. Apart from this, internet has also been cheaper then before. So from education to commercial sector, people are used to it. I think IT can capture a huge market in the future days.

At Softwarica College, we provide the finest quality of education at an affordable fee. Here we produce the refined IT man powers who can contribute the nation for its prosperity.

Due to the rapid development of internet and technologies in Nepal, many outsourcing jobs can be brought here. IT professional can make earning sitting at home and playing with your computer at his/her own time. IT professionals can start their own job without investing much money. IT manpower in Nepal can accomplish big projects at a low cost.

I welcome all prospective students to join our college and learn the latest industry focussed IT curriculum to build your strong career with an advantage of a British Degree which you will carry along throughout your life time.

Bigyan Shrestha  
Managing Director

# Overview of Softwarica College of IT & E-Commerce

## Introduction

Softwarica College of IT and Ecommerce established in 2010 is a pioneer in introducing British Education in Nepal and one of the leading institutions dedicated to providing quality IT education in a fully-integrated, multicultural environment. The College is located at the heart of Kathmandu valley centre with excellent facilities. The College is committed to achieving excellence in the academic development of students and professionals.

The one and only aim of the college is to elevate the worth of education in Nepal. Therefore, the college not only believes in imparting quality education but also focus on preparing competent and trustworthy citizens for facing the challenges of a new world. High academic standard is a priority of the college and are achieved through dedicated services of a team of a highly qualified faculties and staffs. Students' independence and talents are recognized at the Softwarica College and a focus is given for their holistic growth.

At Softwarica College, students will be exposed to a balance of academic and vocational subjects in order to provide them with necessary knowledge and skills to contribute to a range of IT related functions. To enable teaching learning process, the college has ICT enabled classrooms, latest PCs and workstations with high-speed internet connection and Wi-Fi enabled. Besides, the college also has plenty of social space, parking and sports facilities for students to unwind, relax, socialise and mingle.

## Vision

- To produce creative and highly skilled manpower to contribute in the development of the nation.

## Mission

- To provide world class education in an affordable fee.
- To help equip students with skills, technical know-how and knowledge to compete in the international job market.
- To develop entrepreneurship skills in individuals.

## Approach

- Our lecturers are communicative and enthusiastic which is essential allowing learning to be both interesting and enjoyable.
- Internal exams are conducted in a regular basis to prepare students for the final examinations.
- Dynamic approach in teaching learning methods to make students understand the subject matter clearly.
- Personal care and attentions are given to the students to assure they achieve their true potential.
- We place great emphasis on the successful time management of the courses so that the courses are completed as scheduled.
- A highly organized teaching programme, underpinned by regular written assignment and practical, will lead to successful outcome, given 100% commitment, attendance and punctuality on the part of the students.
- We ensure study techniques are fully integrated into all teaching; study skills, revision, testing, note taking, critical thinking, speed reading, memory skills and time management

## College Administrators

### Staff Members

Pramod Poudel	Chief Operating Officer
Krishna Aryal	Academic Coordinator
Bina Shrestha	Logistic Manager
Manoj Shrestha	Project Officer
Anju Karmacharya	Account
Aditya Gurung	Operation Officer / ECA Coordinator
Anita Maharjan	Admission Officer
Rekha Kapali	Exam Officer
Rojina Thapaliya	Program Officer
Sneha Khadka	Program Officer
Sabina Shakya	Librarian
Radhika Maharjan	Asst. Exam Officer
Rajkumar Humagain	Lab In-charge
Ram Krishna Vaidya	Lab Assistant
Bibek Shrestha	Lab Assistant
Bandana Khatri	Front Desk Officer
Julienna Bhandari	Front Desk Officer

### Faculty Members

Resham Bahadur Pun	Senior Lecturer
Ram Krishna Pariyar	Senior Lecturer
Manish Khanal	Senior Lecturer
Ritesh Singh	Senior Lecturer
Dipesh Maskey	Senior Lecturer
Bal Krishna Adhikari	Senior Lecturer
Siris Raj Regmi	Senior Lecturer
Jeetendra Maharjan	Senior Lecturer
Pramod Poudel	Senior Lecturer
Krishna Aryal	Lecturer
Nishant Shrestha	Lecturer
Chhatra Prasad Chhetri	Lecturer
Pradip Kharbuja	Lecturer
Niman Maharjan	Senior Teaching Assistant
Ramesh Kumar Pudasaini	Teaching Assistant
Nawaraj Bhandari	Teaching Assistant

## Accreditations

### NCC Education

NCC Education is a global provider and an awarding body of quality, British education programmes in IT and Business, ranging from foundation to postgraduate level.

NCC Education provides students with the opportunity to gain internationally recognized British qualifications by studying locally at one of its global network of Accredited Partner Centres, either through the classroom or online.

NCC Education started offering IT qualifications in 1976. Today,

NCC Education has an extensive network of Accredited Partner Centres in over 50 countries. IT programmes are designed to provide the required skills and knowledge to help students excel in their chosen career and are recognized by universities, professional bodies and employers alike.

NCC Education works closely with universities to offer an affordable way of getting an internationally recognized qualification. The International Degree Pathway offers a selection of programmes that lead to UK degrees and masters.

All NCC Education qualifications are accepted by UK universities for entry onto year 1, 2 and 3 of specific degree programmes with our partner universities. Over 50 universities worldwide accept NCC Education programmes as entry onto their degree programmes.



### Cisco Academy

Cisco Networking Academy, a global education initiative from Cisco Systems, offers networking programs, like the (Cisco Certified Network Associate) CCNA and (Cisco Certified Network Professional) CCNP courses, which prepare students for the certification exams of the same name, and other computer-related courses. Also see History of virtual learning environments for how Cisco Networking Academy has developed since 1997 relative to others within the VLE community.



Every year, hundreds of thousands of Networking Academy students worldwide gain the skills needed to build, design, and maintain computer networks; improving their career prospects while filling the global demand for networking professionals. With 10,000 academies in 165 countries, Networking Academy helps individuals prepare for industry-recognized certifications and entry-level information and communication technology (ICT) careers in virtually every type of industry. Students develop foundational skills in ICT while acquiring vital 21st-century career skills in problem solving, collaboration, and critical thinking.

## EC-Council

The International Council of E-Commerce Consultants (EC-Council) is a member-based organization that certifies individuals in various information security and e-business skills. EC-Council has been certified by American National Standards Institute to meet its ANSI 17024 standard. It is the owner and creator of the world famous Certified Ethical Hacker (CEH), Computer Hacking Forensics Investigator (CHFI) and EC-Council Certified Security Analyst (ECSA)/License Penetration Tester (LPT) programs, and as well as many others programs, that are offered in over 92 countries through a training network of more than 500 training partners globally.

As of January 1st, 2012 EC-Council has trained over 120,000 individuals and certified more than 60,000 security professionals. Many of these certifications are recognized worldwide and have received endorsements from various government agencies including the US Federal Government via the Montgomery GI Bill, National Security Agency (NSA) and the Committee on National Security Systems (CNSS). And the United States Department of Defense has included the CEH program into its Directive 8570, making it as one of the mandatory standards to be achieved by Computer Network Defenders Service Providers (CND-SP).



## Pearson VUE

Pearson VUE is built on a foundation of experience in electronic testing. It delivers millions of high-stakes tests a year across the globe for clients in the licensure, certification, academic admissions, regulatory, and government testing service markets. It boasts the world's leading test center network, with over 5,100 test centers in 175 countries, 400 of which are fully-owned and -operated Pearson Professional Centers. Pearson Professional Centers utilize a patent-winning design, which was created specifically for high-stakes testing and offers a carefully controlled, consistent testing environment.

In 2012, Pearson VUE continued to expand its global reach and product offering by acquiring Certiport, a leading provider of performance-based foundational level certification exams and practice test solutions for academic institutions, workforce, and corporate technology markets. The acquisition of Certiport increased Pearson VUE's global footprint through its exclusive network of partner sites in 152 countries.

Today, Pearson VUE ([www.pearsonvue.com](http://www.pearsonvue.com)) is the global leader in electronic testing for information technology, academic, government and professional clients, providing a full suite of services from test development to data management. From operational centers in the United States, the United Kingdom, India, Japan, and China, the business provides a variety of services to the electronic testing market. Currently serving over 175 countries, Pearson VUE partners with more than 4,500 Pearson VUE<sup>®</sup> Authorized Test Centers, in its rapidly expanding network. Pearson VUE also owns and operates over 400 Pearson Professional Centers throughout the world, serving professional licensing and certification sponsors.



# Student Life

## Student Affairs

The mission of Student Affairs is to foster student success and a college community. Administrated by the Chief Operating Officer's Office and Academic Coordinator's Office, Student Affairs provides co-curricular learning opportunities and services that are conducive to student growth and development. The Division of Student Affairs is composed of the following.

### 1. **Internship & Job Placement Office:**

Softwarica College of IT and E-Commerce assists students to find internship or job placements after graduation which will provide them real time industry exposure. Through our world class Educational program, students are assisted to be placed in a professional organization where they can work on a real project. Upon completion of the degree, competitive students will be able to have industry experience giving them an advantage in a competitive employment environment. By being a part of a corporate team and working together with various business units over the duration of the internship will give you a thorough understanding and invaluable insight into the IT world - enhancing your career opportunities. Internship program may be paid or unpaid depending upon the employer requirements.

### 2. **Student Clubs:**

There are three Student Clubs which are run and managed by the students. Students can apply for club membership by writing formally to the Club Coordinator who in turn will consult with the ECA Coordinator and grants approval.

#### 2.1 **Events & Sports Club:**

Events and Sports Club organizes various following extra-curricular activities and not limiting to:

- Musical programme,
- Refreshment programme/day,
- Education tour
- Organizes sport events at Softwarica College premises and outside venue.
- Organizes inter college sport tournament.

#### 2.2 **IT & Editorial Club:**

IT & Editorial Club organizes various following extra-curricular activities and not limiting to:

- Releases the college newsletter every semester
- Searches for new developments and news in IT industry.
- Coordinates with the press for printing.
- Organizes IT research in Nepal regarding the latest technologies
- Provides IT information to the Editorial Club.

#### 2.3 **Youth Club:**

Youth Club organizes various extra-curricular activities relating to social initiative and responsibility.

# Student Rights and Responsibilities

## **Reservation of Power**

The Student Handbook is not intended to be a contract or part of a contractual agreement between the college and the student. Changes in the content of the student handbook may be made at anytime, by the college. Whenever possible, adequate notice of anticipated changes will be given to the students. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

The college reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, notification, addition or deletion shall not be considered a violation of the relationship between the college and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

## **Nondiscrimination Statement**

It is the policy of Softwarica College of IT & E-Commerce not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, non-disqualifying disability, age, marital status and to comply with all state non-discrimination and equal opportunity laws, orders ad regulations.

The nondiscrimination policy applies to admissions, enrollment, scholarships, employment, and access to, participation in all college programmes and activities.

## **Code of Student Conduct Statement**

The college is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the education process, destruction of property, and interference with the orderly process of the college as defined by the college administration or with the rights of other members of the college community cannot be tolerated. Students enrolling in the college assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the college retains the power to maintain order within the college and college activities outside the college and to exclude those who are disruptive to the education process.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or college policies and procedures may result in disciplinary action. Violations of conduct standards, supplementary standards, college policies and procedures will be handled by the Chief Operating Officer's Office as deemed appropriate.

## **College Statement of Student Rights and Responsibilities**

As an institution, our purpose is to ensure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence. Students should be dedicated to the scholarly and educational purposes of the college and participation in promoting and ensuring the academic quality and credibility of the institution. Students are responsible for obtaining, learning, and observing the established college academic policies.

## **Academic Standard**

The college is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The college can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

1. Cheating: intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise
2. Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise
3. Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of the code
4. Plagiarism: the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgement

## **Conduct Standards**

Students should not interfere with the rights, safety, or health of members of the college community nor interfere with other students' right to learn. Students are expected to abide by all college, programme rules and regulations and all government laws.

Violations of conduct standards include, but are not limited to

- Theft or robbery
- Vandalism or destruction of property
- Disruptive behavior or disorderly conduct
- Physical or verbal altercation or assault
- Appearance in class or on college under the apparent influence of drugs or alcohol, illegal or illicit drugs or chemicals
- Any act or conspiracy to commit an act that is harassing, abusive, or discriminatory
- Unacceptable use of computing resources as defined by the college
- Impeding or obstructing college investigatory or administrative proceedings
- Threats of or actual damage to property or physical harm to others
- Failure to pay tuition and fees in a timely manner
- Misuse of college and/or student organizational funds or monies
- Failure to comply with the directives of college officials
- Violation(s) of the terms or condition of a disciplinary sanction(s) imposed
- Fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity
- Plagiarism
- Use of another student's ID card

Students must have authorization from the college to have access to college documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

## Violations

Any violation(s) of any of the academic standards or conduct standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Violations of academic standards or conduct standards are subject to disciplinary action, up to and including, expulsion from the college. Violations of academic standards will be handled through the Academic Coordinator's Office and Chief Operating Officer's Office. Violations of conduct will be handled by the Operation Officer's Office.

## Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or college policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The college reserves the right to take additional disciplinary action as it deems appropriate.

**1. Expulsion**

Permanent dismissal from the college with no right for future readmission under any circumstances. A student who has been expelled is barred from college and/or visiting privileges.

**2. Suspension**

Mandatory separation from the college for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. During the period of suspension, the student is barred from college visiting privileges unless specific permission is granted.

**3. Disciplinary Warning**

A disciplinary sanction serving notice to a student that his/her behavior has not met college standards. This sanction remains in effect for a designated period of time after which it is removed from the student's file.

**4. Verbal Warning**

A verbal warning is a verbal admonition to the student by a college staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is removed from the student's file.

**5. Fines**

Penalty fees payable to the college for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

**6. Restitution**

Payment made for damages or losses to the university, as directed by the adjudicating body.

**7. Restriction or Revocation of Privileges**

Restriction or revocation of privileges is the temporary or permanent loss of privileges or college facilities

**8. Counseling Intervention**

When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

**9. Other Appropriate Action**

Disciplinary action not specifically outlined above, but approved through the dean of student affairs / associate dean of student affairs or designee.

**10. Parent/Guardian Notification**

College personnel reserve the right to contact or notify a student's parent(s) or guardian(s) when a student fails to observe Academic Standards or Conduct Standards.

## **Appeal Process**

An appeal of disciplinary action taken by the Chief Operating Officer's Office, Academic Coordinator's Office and Operation Officer's Office must be made in writing within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. The student has new evidence that was not available earlier
2. The sanction(s) do not relate appropriately to the violation

A written decision will be provided within a reasonable amount of time from receipt of the appeal request and will be final.

# Specific College Policies and Procedures

## **Admissions Policy**

Please refer to the specific admission policies and procedures for each individual programme.

In general, students are provisionally admitted to a programme based on a review of unofficial transcripts or other specific programme admission requirements. However, the admission includes a condition that final and official documents and requirements must be received with 30 calendar days from the start of the semester. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance and will be imposed with various sanctions as appropriate.

## **Attendance Policy**

Students must arrive on time for their lecture, tutor or lab session. If arriving late is unavoidable, the student should enter the class or activity with the minimum of disruption to the class and at a convenient time/break then provide the explanation and supporting evidence where possible. Attendance will be taken at the beginning of each session and a student must maintain at least 75% of attendance in each module. Failing to meet the designated percentage of attendance, the student may not be allowed to sit for examination for the module.

## **Semester Registration Policy**

1. All the students need to pay the relevant fees for the semester atleast 10 days before the semester starts.
2. A window period of 1 week from the class start date will be given to the students to pay their relevant fees.
3. Failure to pay the fees within the window period, 1 more week of written/general notice will be given to the students. A fine of Rs. 50 per day will be levied during this period.
4. Defaulting students after the 1 week of written/general notice will not be registered for the semester and will be exempted from all the semester activities.

## **Student / Examination Registration Policy**

1. Students registering for a semester will be automatically registered for the examination for that semester unless a request is made as per the Exam Defer Policy.
2. Students must pay the registration fee within 1 month of the semester start date.
3. Students must submit all the required documents suggested by the college and clear all the fees as appropriate before Student/Examination Registration can be made.
4. Defaulting students will not be registered for the examination with the awarding body and will be exempted from sitting for the examination.

## **Semester Defer Policy**

1. Students opting for one or more Semester Deferral intentionally should make an official request to the Program Officer's Office.
2. Students opting for one or more Semester Deferral intentionally would be liable to pay the new fee structure prevailing at that time.

3. In case a student is prohibited to advance to the next level because of several referrals in modules, original fee structure will be levied until 1 more semester. If a student fails to complete the referred module in the next semester, Clause 3 will apply.
4. If a student wishes to take classes for modules for re-examination purpose, existing module fee for those subjects will apply. However, this provisioning is subject to availability.
5. Failure to apply for the semester deferral, the college will not be liable to guarantee a seat for the student on the forthcoming semester.

### **Examination Defer Policy**

1. Students registering for a semester will be automatically registered for the examination for that semester unless a request is made.
2. Students can wish to defer at the most 1 module in a semester.
3. Where a situation is unavoidable due to health, family or other conditions, students can have a privilege to defer the examination of the whole semester. But the request has to be made and approved from the Chief Operating Officer's Office before the registration deadline as published.

### **General Library Rules and Regulations**

All students are expected to follow the below code of conduct when using the library.

1. Every student and faculty will be issued one library card against which two books can be borrowed at a time.
2. A borrower may re-issue the book after completion of the one-week borrowing period for another one week. The re-issuing of the book will depend upon the availability and demand for the book.
3. No book may be removed from the library unless a record of its loan has been made by a member of the library staff.
4. Library users will be held responsible for all books issued to their library records as long as the issue record for those respective books remains un-cancelled.
5. Books on loan are for the personal use of the borrower only, and must not be passed on to any other person, whether entitled to use the library facility or not.
6. Fines will be levied for the late return of items. A user who fails to return a book even within 7 days shall be invoiced for the accumulated fine, the cost of replacement if necessary; along with an administration charge and his/her borrowing rights shall be suspended until he/she returns the book, clears the fine and gets a written approval from the Chief Operating Officer to re-avail of the library facility.
7. Any user, who fails to return a book within 7 days for a maximum of three times, shall be forfeited of all borrowing rights from the library permanently.
8. The damage, loss or defacement of library material while on loan to a user is the sole responsibility of that user and all costs of replacement with an additional administration charge will need to be borne by him/her in such a case.
9. Conversation, noise and other forms of disturbance should be kept to a minimum in the Library.
10. Consumption of food or beverage is forbidden in the Library.

## **General Computer Lab Rules and Regulations**

All students are expected to follow the below code of conduct when using the computer lab.

1. The Computer lab is open from 7:00 am to 4:00 pm, Sunday to Friday, for all the students, except on days when there is a special class being conducted in the lab or when the Admissions Entrance Examination is being held. Notifications of the same will be given well in advance.
2. Be considerate of other lab users. Do your work silently.
3. Notify the lab in charge immediately if any problems that you encountered on your computer.
4. Maintain the regular classroom code of conduct in the computer lab as well.
5. Scan your pen drive for virus every time you use it in any computer in the lab. Keep a backup of your work regularly on your own pen drive rather than on the hard disk. The lab in charge regularly cleans the hard disks and so the institute will not be liable for loss of files that you have saved on any computer in the lab. So please DO NOT download or save files to the workstation hard drive.
6. Do not personalize any computer, e.g. by installing personal screen savers, changing the desktop background and/or computer settings or adding, changing and/or moving icons on the desktop.
7. Shut down your computer in a systematic manner (by clicking on the "Shutdown" button) and place your chair in the rightful position after you have finished doing your work on the computer.
8. Do not bring or consume any form of food or beverage in the computer lab.
9. Do not reboot the computer unless asked to do so by the lab in charge.
10. Do not play online games or use chat rooms unless assigned by your instructor (in written form) to do so. All written forms of such assignments need to be shown to the lab in charge for approval.
11. Do not touch or point your finger on the LCD monitor (The LCD display panel is a very sensitive device and any form of touching could damage the screen).
12. Do not place any bags on the computer lab table. All bags should be kept in the rack provided in the lab.

## **Examination Hall Rules and Regulations**

1. Students should always bring their examination attendance slip and College ID card during the examination.
2. Students are allowed to bring only pens, pencils, erasers, and rulers to the examination hall.
3. Students are allowed to bring textbooks, reference books, calculators, dictionaries, etc. only when advised.
4. Students should arrive at the examination venue at least 15 minutes before the examination is scheduled to commence.
5. The door to the examination room will be closed 10 minutes before the schedule start time of the examination.
6. No students will be admitted into the examination hall more than 30 minutes after the start of the examination. Students will not be given extra time to complete the examination.
7. Each student should sign the attendance register next to his or her name or the student will be registered as absent.
8. Students are not allowed to communicate with each other in any way whatsoever during an examination until they leave the hall.
9. Students are not allowed to take examination question papers and answer booklets away with them.

10. All observations and deviations from examination conduct will be noted in the invigilator's report and submitted to Examination Body.
11. All exam answers must be written with a black ball point pen.
12. Students should write all their personal information on the cover of their answer booklet. (Eg: Name, Registration Number, Centre (College) name.)
13. All mobile phones or other electronic devices should be switched off and left with the invigilator. Any student found in possession of a mobile phone or other electronic devices (either on or off) could be rightfully accused of cheating.
14. Invigilators whatsoever will not offer any advice or comment on the work of the students.
15. If there is any suspected malpractice during an examination, the invigilator will immediately:
  - confiscate any relevant materials (e.g. crib sheets, but NOT the answer book)
  - mark the answer book at the point at which the incident occurred, and
  - submit an Irregularities Report to Examining Body
16. The student will be permitted to complete the exam. The student should countersign the Irregularities Report, and will have the right to send a written explanation to the Dean, Academic Division of the Examining Body, by registered post, within 24 hours.

## **Computing Resource Policy**

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Softwarica College. It applies to all users of the college's computing resources including students, faculty and staff members, alumni and guests of the college. Computing resources include all computers, related equipment, software, data and local area networks for which the college is responsible.

The computing resources of the college are intended to be used for its programmes of instruction and research and to conduct the legitimate business of the college. Users are responsible for seeing that these computing resources are used in an effective, ethical and legal manner.

Policy violations generally fall into five categories that involve the use of computing resources:

1. for purposes other than the college's programs of instruction and research and the legitimate business of the college
2. to harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals
3. to impede, interfere with, impair, or otherwise cause harm to the activities of others
4. to download, post or install to college computers, or transport across college networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of college contracts, or otherwise damaging to the institution
5. to recklessly, willfully, negligently, or maliciously interfere with or damage college computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above five categories include:

- using computer resources for personal reasons
- using computer resources to invade the privacy of another
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization
- creating a false email address
- propagating electronic chain mail, pyramid schemes or sending forged or falsified email

- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of college computer systems or networks
- using or attempting to use college computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the college
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting or transporting any pornography
- using college resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up Web servers for illegal, commercial, or profit-making purposes)

### **Fees and Charges Policy**

The college makes every effort to ensure potential students and enrolled students are made aware of its fees and charges policy

1. The college may charge for services and resources provided such as learning resources, text books, photocopying, change of enrolment, additional copies or re-issue of qualifications and academic transcripts, follow up charges associated with late or non-payment, overdue fees, dishonor cheque fees, late marking or assessment re-sit fees.
2. Payment can generally be made by cash, direct bank deposit or bank cheque
3. Fees incorporate an ECA fee, admission fee, annual fee, module(s)/semester fee, resource fee and NCC Education/University registration fee and are publicly available on the college website and promotional materials
4. All forms of fees are non-transferable to other students.

### **Refund Policy**

1. 50% refund will be made if the request for refund is made within 1 week before the class start date.
2. No refund will be made if the request for refund is made after the above date.
3. The admission fee is non-refundable and non-transferable in any case.
4. Registration Fees can be refunded if the request for refund is made before the student is registered with the awarding body.

### **Entry Requirement**

For entry to a level student must have the following at the least.

Year 1	<ul style="list-style-type: none"> <li>▪ Student must have obtained at least 50% marks in the 10+2 Level.</li> <li>▪ Student must have completed at least 2 subjects at the A2 Level.</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>▪ Student must have passed at least 6 modules in the year 1.</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>▪ Student must have passed all the modules in the year 1 and year 2.</li> </ul>

## **Calculation of Student Registration Fee**

The student registration fee quoted in the fee structure published by the college is of approximate values. Student registration fee will be calculated after adding extra Rs. 2 on the prevailing foreign exchange rate. Additional 1% Education Tax as per the government regulation and Rs. 500 service charge for bank purposes will also be added.

## **Breaking and Entering**

The entering or attempt to enter any room, building or other form of property without proper authorization or consent is prohibited.

## **Electronic Gadgets Policy**

Student use of any form of electronic gadgets in a lecture, tutor or lab environment is strictly prohibited unless otherwise stated. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student who produces any media without express consent may be found in violation of this policy and may lead to disciplinary action.

## **Closing Hours**

No student is permitted to enter or remain in any college premise after normal closing hours, unless written approval to do so has been obtained in advance from authorized personnel.

## **Contracting on Behalf of the College**

Unless specifically authorized by the appropriate college authority, students may not contract on behalf of the college. Students who attempt to, or enter into, a contract on behalf of the college without proper authorization, are subject to disciplinary action. Any contract entered into on behalf of the college by a student without proper authorization is void.

## **Guests**

Students are welcome to bring guests to the college, but must assume responsibility for the conduct of their guests and must accompany them all the times. If a guest is asked to leave a specific area of college, it is the responsibility of the student host to cooperate with the college official making the request.

# Plagiarism Guidance

Plagiarism is “Using someone else’s work as your own, without citing the source. This includes direct copying, rephrasing, and summarizing, as well as taking someone else’s idea and putting it into different words. Cutting and pasting paragraphs from different websites is the same as handing in a paper downloaded from the internet, both are examples of plagiarism.”

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

## **Original Work**

Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the college and/or examining body’s recognized form and style manual and accepted citation practice and policy.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing or joint authorship is an express part of the assignment.

## **Referencing the Work of another Author**

All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each programme’s specific accepted reference manuals and rules of documentation. Students should give proper acknowledgement when the thoughts and words of another author are used.

At Softwarica College of IT & E-Commerce, it is plagiarism to represent another person’s work, words or ideas as one’s own without use of a method of citation. Softwarica College encourages the use of Harvard-style of citation and referencing.

## **Penalising Plagiarism**

For a first offence a written warning is issued to the student and kept on the student’s record. The work is then returned to student with feedback on how to correct the plagiarised section(s). Student should again re-submit the work which will be then re-marked without penalty. Failure to correct the work properly should result in an appropriate penalty being invoked.

Where a student has been found guilty of plagiarism on three or more occasions, not including the first offence, his/her case will be reported to the Head of the examining body.

# APPENDIX 1

## Disciplinary Offence Level

Level	Type of Misconduct	Action
1	<ul style="list-style-type: none"> <li>• Supply of incorrect student personal information</li> <li>• Disobeying or failing to provide student personal information</li> <li>• Disobeying or failing to observe any provision or any rule set out by the college</li> <li>• Entering any place within the premises of the college where the student is forbidden to enter</li> <li>• Failing to return the library or sports materials within the deadline</li> <li>• Failing to maintain a proper dress code in the college premises</li> <li>• Failing to clear dues within the deadline</li> <li>• Inviting unnecessary outsiders inside the college premise</li> <li>• Inappropriate use or misuse of official logos</li> </ul>	Reprimand and warning Maximum 2 times. (If one consecutively does for 3 times it will be regarded as level 2 offence).
2	<ul style="list-style-type: none"> <li>• Chewing of gums and use of tobacco within the college premise</li> <li>• Use of electronic gadgets in the classroom environment</li> <li>• Failing to attend the examination scheduled by the college.</li> <li>• Supporting, applauding or praising damage to the college property</li> <li>• Supporting, applauding or praising misbehaviour, violence, intimidation and harassments of fellow students, faculties and staffs</li> </ul>	Suspension for 2 days. (If one consecutively does for 3 times it will be regarded as level 3 offence)
3	<ul style="list-style-type: none"> <li>• Willfully damaging or wrongfully dealing with any property of or on the premises of the college</li> <li>• Willfully obstructing any learning, teaching or research activity, examination or official meeting or proceeding of the college</li> <li>• Acting dishonestly or unfairly in connection with any examinations, assessments or assignments conducted by the college staff.</li> <li>• Misbehaving with faculties or college staffs</li> <li>• Violence, intimidation and harassment of fellow students or college faculty and staffs</li> </ul>	Suspension for 5 days. Will allow taking regular class only after the consultation with the parent/guardian.
4	<ul style="list-style-type: none"> <li>• Continuation of the level 3 offence for the second time</li> </ul>	Restricted

## APPENDIX 2



### STUDENT LEAVE APPLICATION FORM

STUDENT DETAILS			
Student Name			
Programme			
Student ID		Batch ID	

REASON FOR LEAVE

LEAVE DETAILS					
Duration		Start Date		End Date	
In an emergency I can be contacted on telephone no					
In my absence you can contact Mr./MS					
Relationship to you		Telephone No			
Applicant's Signature		Signed Date			

LEAVE APPROVAL (office use only)		
Name		Signature
Designation		
Date		

# APPENDIX 3



## Semester Deferral Form

Student Full Name: \_\_\_\_\_

NCC Education ID No.: \_\_\_\_\_ College ID No.: \_\_\_\_\_ Batch ID: \_\_\_\_\_

Name of Qualification	Semester	Current Semester Intake	Defer to Semester Intake

To be completed by the student:

**Please justify your reasons for deferral with appropriate evidence if available.**

Signature of student: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Official Use Only

The application has been:

approved

not approved

**Please give details:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

# APPENDIX 4



## Examination Deferral Form

Student Full Name: \_\_\_\_\_

NCC Education ID No.: \_\_\_\_\_ College ID No.: \_\_\_\_\_ Batch ID: \_\_\_\_\_

SN	Name of Qualification	Title of Exam Paper	Current Exam Cycle	Defer to Exam Cycle
1				
2				
3				
4				
5				

To be completed by the student:

**Please justify your reasons for deferral with appropriate evidence if available.**

Signature of student: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Official Use Only

The application has been:  approved  not approved

**Please give details:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

# APPENDIX 5



## Resit Exam Registration Form

Student Full Name: \_\_\_\_\_

NCC Education ID No.: \_\_\_\_\_ College ID No.: \_\_\_\_\_ Batch ID: \_\_\_\_\_

SN	Name of Qualification	Title of Exam Paper	Exam Cycle
1			
2			
3			
4			
5			

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Information:

Payment Date: \_\_\_\_\_

Bill No.: \_\_\_\_\_

Amount: \_\_\_\_\_ GBP

Admission Office Signature: \_\_\_\_\_

### Approved By:

The application has been:

approved

not approved

**Please give details (if necessary):**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX 6



## Contact Us

S.N	Department/ Office	Dealings	Contact Person	Email Address
1	Chief Operating Office	Credit transfer information	Mr. Pramod Poudel	pramod.poudel@softwarica.edu.np
		Course Structure & Career information		
		Career information & University and further study information		
2	Admission Office	Admission and Fees Structure	Ms. Anita Maharjan	anita.maharjan@softwarica.edu.np
		Semester, Re-sit examination forms and payment		
		Issue Identity Card, Library Card		
3	Program Office	Attendance queries	Ms. Rojina Thapaliya	rojina.thapaliya@softwarica.edu.np
		Change personal details		
		Progress Reports		
		FTP/VLE Username / Password	Ms. Sneha Khadka	sneha@softwarica.edu.np
		Recommendation Letter		
		Field Visits		
4	Academic Coordinator Office	Academic Issues	Mr. Krishna Aryal	info.karyal@gmail.com
		Class Routines		
5	Examination Office	Submission of assignments	Ms. Rekha Kapali	rekha.kapali@softwarica.edu.np
		Assignment queries		softwarica.rekha@gmail.com
		Exam dates & registration		
		NCC registration & EPT	Ms. Radhika Maharjan	radhika.maharjan@softwarica.edu.np
		Exam deferral		softwarica.radhika@gmail.com
6	Front Desk Office	General Inquiries	Ms. Bandana Khatri	bandhanakhatri@softwarica.edu.np
		Scanning Documents		
		Centre for Informing absence	Ms. Juliena Bhandari	julienabhandari@softwarica.edu.np
7	Operation/ECA Coordinator Office	Handling Students disputes	Mr. Aditya Gurung	aditya.gurung@softwarica.edu.np
		Maintain Disciplines		
		Extra Curricular Activities		
8	System Administration Office	Technical Issues and Assistance	Mr. Rajkumar Humagain	rajkumar@softwarica.edu.np
		IT Consultation		
9	Library Office	Issue Books	Ms. Sabina Shakya	sabina.shakya@softwarica.edu.np
		Place an order for desired books		

**Softwarica**  
College of IT & E-commerce

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