

# SI (SHWOYAMBHU INTERNATIONAL) COLLEGE



**BE A GLOBAL CITIZEN**

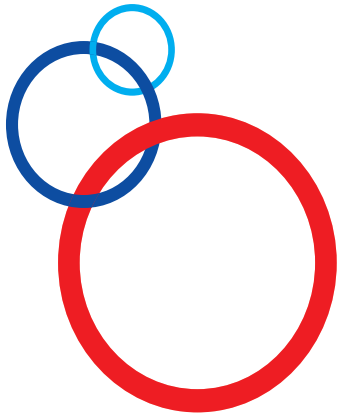
PROSPECTUS

**SI COLLEGE**  
(Shwoyambhu International)



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PROSPECTUS



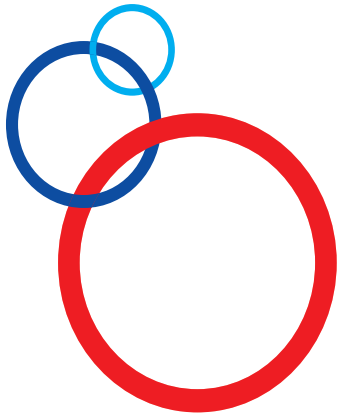
## **MESSAGE FROM THE CHAIRMAN**

This is the era of high-tech business and services. The world is becoming closer day by day making it a Global Village. In this scenario, we should equip with necessary knowledge and skill for preparing ourselves to be a Global Citizen. It's not only necessary but inevitable to match with the Global demand of dynamic, energetic and well discipline human workforce. For coping with the rapid changing economic environment and be benefitted with the Global Village concept, development of skill, efficient and updated human resources is our utmost priority. This is an honest endeavor for the production of ready to work Global human resources. The demand of skill human is increasing ever in each field, especially the role of management and IT (information technology) professionals are countless. The contributions of management and IT professional are necessary in every type of organizations whether it is in the field of industry, commerce, trade, banking, finance, NGOs, INGOs, Government, public or private. In this context, we would like to welcome you all the students to be a part of this field.

It is our pleasure to inform you that SI College (Shwoyambhu International College) is an academic wing of PRIME and has been offering general as well as professional management courses in affiliation with Tribhuvan University. The outstanding performance it has achieved in the brand name of PRIME by its students in the past is its strength. The academy has earned wider recognition throughout the country for the quality and value added education in the management courses.

The college has obtained affiliation from Tribhuvan University for Bachelor of Business Management (BBM), Bachelor of Computer Application (BCA), Bachelor of Business Studies (BBS) & Master in Business Studies (MBS) Programme. We accept these opportunities and challenges for having great contribution to the society for providing world class education to our young generations. We believe that we would be able to produce business leaders, managers and professionals equipped with requisite knowledge and skills.

We wish you in advance of every bit of success in your endeavors at SI College.



### **MESSAGE FROM THE CAMPUS CHIEF**

SI College is one of the pioneer academic institution in Nepal. It has become able to produce university topper students. Now, it has got the opportunity to offer Bachelor of Business Management (BBM) and Bachelor of Computer Application (BCA) with the aim of producing qualified entrepreneurs, managers and IT professionals to fulfill the demands of local and global market. The BBM programme has been designed to produce visionary managers and skilled entrepreneurs who can contribute for the overall development of the country. The BCA programme has been designed to produce the skilled IT professionals to cater the ever growing needs of information technology. These are very rigorous programmes which urge the students for hard work, case study, paper presentation, project work and report writing. The curriculum of these programme is relevant to the global market as well. It is a great opportunity for outstanding students to become successful entrepreneurs, managers and IT professionals round the world. After being the student of this institution, they are no longer only students, but leaders who will be capable of facing the different challenges that plague our society, country and globe as a whole.

It is our great pleasure to welcome the aspiring students who finds these programmes suitable for developing their future career.



### **SI - SHWOYAMBHU INTERNATIONAL COLLEGE**

SI College is managed by highly experienced professional academicians and Chartered Accountants. It has a team of academically sound faculties having national and international exposure. It is offering:

- ◆ Bachelor of Business Management (BBM)
- ◆ Bachelor of Business Studies (BBS)
- ◆ Bachelor of Computer Application (BCA)
- ◆ Master of Business Studies(MBS), a semester programme in management stream,

Currently, about 1300 + students have been studying under the BBS and MBS programme. Students of each stream have been provided optional facilities for pursuing additional professional and applied courses. From this academic session, the college has been planning for providing:

- ◆ Business languages like English, Chinese, Japanese,
- ◆ Communication skill development programme,
- ◆ Accounting and Auditing training and
- ◆ National and international learning tour.

It is not merely a general college but an excellent learning center for applied and professional studies. College management is fully committed to nourish well the students for making all the programmes successful.

# BACHELOR IN BUSINESS MANAGEMENT (BBM)



## Introduction

Bachelor in Business Management (BBM) is one of the highly demanded programme offered by the Faculty of Management, Tribhuvan University. The programme is designed to address national and international needs of management education with the aim of developing efficient and skill manpower for business, government and social sectors. The course design ensures a greater degree of flexibility that allows incorporating latest development of theory and practice in management around the globe. This Programme is based on semester system, which covers 4 years: spread over eight semesters. Each semester consists of 16 weeks of intensive study. The programme covers 120 credit hours. The curricular structure includes business tools courses, business foundation courses, computer courses, focus area courses and elective area courses as well.

## Programme significance

BBM course strictly adopts student centered approach in teaching and learning. It is heavily loaded with live case studies. The attempts of bridging the gap between theory and practice are main attractions of this course.

Teaching methodology of the programme is focused on problem- based learning along with interactive lectures, student's presentations, case studies, projects and industrial visits. The teaching faculty shall determine the appropriate teaching learning methods for each topics. The Programme specifically claims its significance of addressing the challenges ahead of youth unemployment, social unjust and unrest, worker obsolescence, and urgency of innovative entrepreneurship and management in the 21<sup>st</sup> century.

## Programme Prospects

There are a need of skillful and capable managers in the days ahead. A skilled manager only spring in a certain environmental and institutional programme context. A well crafted professional programme like this is not a total solution, but delivery context of the programme is more laudable. This Programme is not only a response for a growing consensus that management education is needed to recalibrate in line with a changing and challenging business environment but also in context of students and industries in the field of performance, productivity, and innovation. There is a clear need of innovative management education practice to use experiential learning opportunities to ensure that the next cohorts of business managers can operate in a contemporary, dynamic and complex business environment. There is a strong hope that this programme opens ample avenues of experiential learning for future managers.

## Objectives

The Programme attempts to equip its graduates with necessary knowledge, skills and efficiency in order to pursue career in business management in today's ever-changing and challenging environment. Course structure of the programme intends to develop students' skills in creative thinking, decision making, leadership and communication. It aims to develop students' understanding of entrepreneurship and innovation, and effective management of business operations in a dynamic business environment. It tries to prepare students for professional life to work as business manager and entrepreneur.



## Mission

The Prime mission of this programme is to produce entrepreneurs and to produce socially responsive, creative and competent management professionals to meet the demand for middle level managerial positions within and outside the country.

## Admission Procedure

Students applying for the BBM programme shall be selected for admission based on three stage screening process

- ◆ Written test,
- ◆ Individual presentation and
- ◆ Personal interview.

Faculty of Management shall conduct a Central Management Admission Test (CMAT) which tests the basic ability of the students in verbal ability and quantitative ability. The test shall be based on the SAT format. The college shall conduct the individual presentations and interviews for selecting suitable candidates. The admission committee of the college has the final authority in selecting the students for the BBM programme.

## ADMISSION CRITERIA

### Written test

Applicants are required to appear in the written test CMAT (Central Management, Admission Test) conducted by the faculty of Management, Tribhuvan University. Students must secure at least 40% in CMAT in order to qualify for the interview. The test will follow the standard testing pattern and may include areas like verbal ability, quantitative ability, logical reasoning and general awareness.

### Interview

On the basis of the performance in written test, candidates will be shortlisted for interview. The campus grants admission to the successful candidates strictly on merit basis.

### Eligibility

Students desiring to be admitted for BBM Programme must have:

- ❖ Passed +2, PCL, Intermediate or other equivalent level from TU or from board / institution or university recognized by TU.
- ❖ Secured at least second division marks in aggregate in +2 levels.
- ❖ Studied English as a full paper carrying at least of 100 marks.
- ❖ Secured at least 40 marks in CMAT exam.
- ❖ Secured at least 'C' grade in each subject.

### Attendance

The BBM Programme is an intensive professional programme which demands a very high level of commitment from the part of students. They are required to attend regular classes and presentations as required by the respective courses. Students below 80% attendance in the class shall not be allowed to appear in the semester-end examinations.

### Teaching Pedagogy

The BBM Programme is based on the student-centered teaching approach. The general teaching methodology of the Programme will include class lectures, group discussion, learning through case studies and role play, practical exercise, laboratory work, project work, term papers, internship, etc. The teaching faculty shall determine the appropriate teaching learning methods suitable for each course.

### Internship

After completing specialization courses in the 7th and 8th semester, the students will be involved in Internship Programme period of eight weeks. The system of Internship Programme is launched by TU for BBM students especially with a view to impart practical knowledge of what they studied in the Campus. This Programme is a part of study carrying 6 credit hours. All the students should compulsorily participate in the Internship Programme by joining some business or non-business organizations and work there for two months. Each student shall prepare an individual project report in the prescribed format based on the work assigned to him/her in the respective organization.

### Examination and Evaluation

The performance of students will be evaluated through ongoing in-semester evaluations and semester-end examinations. The FOM shall have the final authority in conducting, evaluating and awarding grades in semester-end examinations. The course facilitator (instructor) shall decide the grades in-semester evaluations.

#### In-semester Evaluations

The in-semester (internal) evaluation shall generally have a total weight of 40 percent in each course. The concerned faculty shall be responsible for the continuous in-semester evaluations. The in-semester evaluation shall be based on a student's performance in class presentations, discipline, attendance, quiz, case analysis, and project assignments, class tests and others as required by the course. A student must secure a minimum Grade Point Average (GPA) of 2.0 or Grade "C" in a course in order to be eligible to appear in the semester-end examination of the course.



### Semester-end Examinations

The semester-end examinations on course work related subjects shall have a total weight of 60 percent. The semester-end examination shall be based on problem solving questions, analytical questions, and case studies or any other formats as demanded by course. The duration of the examination shall be 3 hours for theory courses. Courses having practical components shall have of two hours practical examination.

### Grading

In order to qualify for appearing in the Semester Examination, a student must secure a minimum of grade "C" or Grade Point Average (GPA) of 2.0 in the internal evaluation. Similarly, in order to complete the semester examination, the students must secure a minimum of grade "C" or the Cumulative Grade Point Average (CGPA) of 2.0.

Students who are not qualified to appear in the semester-end examinations will have to re-register and retake the course as per the semester cycle. Those students who do not succeed to appear the semester-end examinations or fail in the semester-end examination can appear in make-up examination as per the semester cycle. FOM shall organize chance make-up examinations in the last semester only where a student may appear in 6 courses of the earlier three semesters. Students failing in the make-up examination may re-register and repeat the course(s) as per the course cycle. A student may re-register his/her name only for two courses (6 credit hours) in a semester.

### First Term & Pre-semester Examination

Before each semester examination, the college conducts a first term and pre-semester examination. Students failed in the pre-semester examination could not be allowed to sit in the semester end examination.



### Credit Transfer and Withdrawal

The Programme allows students a change to transfer up to 30 credit hours in similar Programme of other Universities and the decision regarding this matter rest upon the Faculty of Management, T.U.

If a student, who has partially completed the BBM Programme likes to discontinue the study, he/she can withdraw his/her name from the Programme. In such case, certificate specifying the credit earned by the student may be provided.

### Graduation Requirements

The university confers BBM degree to the students after the successful completion of the following requirements:

- ❖ Completion of 120 credit hours as prescribed with a minimum of required grade in all course with an aggregate CGPA of 3.0.
- ❖ A minimum of grade "C" in the internship Programme.
- ❖ Completion of the Programme within 7 years from the time of registration.


### Curricular Structure and Credit Hours

The BBM Programme is based on semester system. It is a 4 years Programme spread over eight semesters, each semester constitutes of 16 weeks of intensive study. The Programme covers 120 credit hours. The curricular structure has business tool courses, business foundation courses, computer courses, focus area courses and elective area courses.



i)	Business Foundation Courses	48 credit hours
ii)	Business Tool Courses	36 credit hours
iii)	Focus Area Courses	15 credit hours
iv)	Elective Course	9 credit hours
v)	Information Technology Courses	6 credit hours
vi)	Internship for Report Writing	6 credit hours
	<b>Total</b>	<b>120 credit hours</b>





# BACHELOR of Arts in COMPUTER APPLICATION (BCA)

## Objective

The objective of the Bachelor of Arts in Computer Application (BCA), at the Faculty of Humanities and Social Sciences of Tribhuvan University, is to produce high quality computer application users and developers.

## Duration of the Programme

The programme of study for Bachelor of Arts in Computer Application (BCA) is over a period of eight semesters (four academic years). The academic year begins in the September and February of each year.

## Entry Requirement

The entry requirement for student in Bachelor of Arts in Computer Application (BCA) is Intermediate Level or Higher Secondary level (10 + 2) or equivalent in any discipline from a recognized institution with at least second division (45%) marks. Besides the basic academic requirement, an entrance examination will be conducted for all applicants by the concerned Dean's office.

## Admission Procedure

The entrance test application form and the information brochure shall be provided on request at the college. The concerned college scrutinizes the applications and the eligible candidates are informed to appear in the entrance test. The exact date for the entrance test will be communicated to the applicants by the concerned Dean's office. The candidates shall be admitted on merit basis. The subjects and weightage of each subject for the entrance test will be as follow:

English:	40%;
Mathematics:	50%
and General Knowledge:	10%

The college may also hold interviews for the candidates before their final selection for admission. The candidates, who are given provisional admission pending submission of the qualifying certificates, are required to submit all necessary documents within a week of the beginning of regular classes. Otherwise, the admission will be annulled.



## Academic Schedule

The academic session of the University consists of two semesters per year. The Fall semester begins in September and the Spring Semester begins in February. For the Bachelor of Arts in Computer Application (BCA) programme, student admission may commence either in the Fall semester or in the Spring semester, as approved by the university. Tribhuvan University publishes its yearly academic calendar.

## Student Evaluation

The students' academic performance during a semester is evaluated using the system of continuous assessment (Internal Assessment and External Assessment). The college or concerned department conducts the internal assessment during the session and the University conducts the external assessment (Final Examination) at the end of each semester. Final practical examination shall be conducted by the college or the concerned department and the university will send the external examiner.

Each course shall have internal evaluation marks of 40% evaluated by the concerned faculty member. Generally, each course will have a written end semester examination (Final Examination) of 60% marks at the end of each semester. The internal marks shall be awarded on the basis of constant assessment. Normally, final examinations are not conducted for elective courses and in courses which are offered as intensive courses conducted by reputed international scholars. The mark weightage and time allocated for different assessment is given below.

Examination Scheme (Subjects with Practical)				
Internal Assessment		External Assessment		Total
Theory	Practical	Theory	Practical	
20%	20% (3 Hrs.)	60% (3 Hrs.)		100%

Examination Scheme (Subjects without Practical)		
Internal Assessment	External Assessment	Total
40%	60% (3Hrs.)	100%

To pass in a subject, a student must obtain a minimum of 40% in that subject in internal assessment and D grade in the final examination. Students must pass 'Theory Internal Assessment', 'Practical Assessment' and 'Final Examination' separately.

### The Credit System

Each course is assigned a certain number of credits depending generally upon its lecture, tutorial and practical work hours in a week. In theory subjects, one lecture per week is assigned one credit as a general rule.

### Attendance Requirement

The students must attend every lecture, tutorial and practical classes. However, to accommodate for sickness and other contingencies, the attendance requirement shall be a minimum of 80% of the classes actually held. If a student fails to attend 80% of the classes in any particular subject, he/she shall not be allowed to take the final examination in that subject.

### Normal and Maximum Duration of Stay at the College

The normal duration for completing the Bachelor of Arts in Computer Application (BCA) programme at the university will be four years. The maximum duration for the completion of the requirements will be the normal duration plus two years.

### Course Registration

The academic record of a student is maintained in terms of the courses for which he/she registers in any semester, and the grades he/she obtains in those courses. Registration for courses is done at the beginning of each semester. Since registration is a very important procedural part of the credit system, it is absolutely essential that all students present themselves at the college. In case of illness or any exceptional circumstance during the registration period, he/she must inform the Principal of the same. Registration in absentia may be allowed only in rare cases, at the discretion of the Principal. However, the student's nominee cannot register for courses but will only be allowed to complete other formalities.

### Repeating a Course

A course may be taken only for a grade, except when a student receives a D or F grade. Since passing of all core courses individually is a degree requirement, the student must retake the failing core course when offered and must successfully complete the course. Retaking a course in which a student has earned a D grade is optional. However, a student cannot retake more than two courses in which he/she has received D grade. The grade earned on the retake will substitute the grade earned first time the course was taken.

### Elective Course

The curriculum is oriented to have intensive study in the field of interest with course registration flexibility at least for four courses. But in future, course registration flexibility shall be increased to more number of courses.



### Award of Degree

Tribhuvan University awards Bachelor of Arts in Computer Application (BCA) degree upon completion of all requirements as prescribed in the curriculum. Tribhuvan University awards grades as explained in the curriculum on the basis of individual student's relative performance. The minimum credit hours needed for Bachelor of Arts in Computer Application (BCA) degree is 126. Cumulative Grade Point Average (CGPA) for the degree shall be awarded upon completion of all requirements.



### Scrutinizing of Final Examination Paper

Students may apply for re-totaling or rechecking of their grades as per University rule, upon payment of prescribed fee.

### Bachelor of Arts in Computer Application (BCA) Course Structure

Courses	Credit Hours
Computer Application (Core Courses)	71(4*2+3*21)
Elective Courses	12(3+3+3+3)
Mathematics & Statistics Courses	9 (3+3+3)
Language Courses	6(3+3)
Social Sciences & Management Courses	15 (3+3+3+3+3)
Projects & Internships	13(2+2+6+3)
<b>Total Credit Hours</b>	<b>126</b>



# BACHELOR OF BUSINESS STUDIES (BBS)

## Introduction

Bachelor of Business studies is the four years academic programme conducted by Tribhuvan University, Faculty of Management (FOM). It is an annual exam based programme. The main objective of BBS is to develop students into dynamic managers having ability to handle responsibility in every sector. The course was designed by considering the fact that graduates will have to live in very challenging and competitive environment then onwards. Therefore, through this course the students will have an opportunity to understand the knowledge of practical and reality based skills required to organize and manage the organizations of any form. The programme will have specialization in General Management, Marketing Management, Finance, Accountancy, and Management Science.

## Programme Objective

The objective of the BBS programme at the FOM is to develop students into competent managers for any sector of organized activity. The programme is based on the principle that graduates will spend a major portion of their life in a constantly changing environment. Therefore, the student should have an opportunity to obtain a broad knowledge of the concepts and reality-based skills underlying the operation and management of organizations. Upon graduation, students should be equipped to function as a manager in business, industry and government. The graduate should also have a variety of career opportunities in different sectors of business including entrepreneurship and create much needed jobs for others.

## The BBS programme specially attempts to:

1. Equip the students with the required conceptual knowledge of business and administration to develop a general management perspective in them.
2. Develop required attitudes, abilities and practical skill in students, which constitute a foundation for their growth into competent and responsible business managers.
3. Encourage entrepreneurial capabilities in students to make them effective change agents in the Nepalese society.
4. Develop necessary foundation for higher studies in management and thereafter take up careers in teaching, research and consultancy.

## Curricular Structure

The FOM recognizes the need for both breadth and depth in the total academic pattern. Therefore, the curriculum for BBS degree comprises four separate and distinct course components:

1. A strong foundation allied areas of business such as language, economic analysis, legal environment and quantitative method to prepare graduates to understand, analyze and comprehend the management concepts, theories and practices.

2. Core business studies encompassing and integrating all functional areas to provide graduates with and appreciation of the diversity and inter-relationship of business and management issues.
3. The opportunity to concentrate in one area of specialization such as accounting, finance, human resources management and marketing in order to provide graduates with some degree of functional expertise.

### Eligibility Conditions for Admission

The candidate applying for admission to the BBS programme:

1. Must have successfully completed the 10+2 in business/ commerce or an equivalent course from a Higher Secondary School Board or from Tribhuvan University or from other University/ Board recognized by T.U.
2. Must have studied English as a full paper at the 10+2 or equivalent programme.
3. Must have secured the minimum marks at the 10+2 or equivalent programme as prescribed by the Faculty Board or campus concerned.
4. Must satisfy any other entry requirements or criteria as prescribed by the Faculty Board or the campus.



### Minimum General Requirements

The minimum general requirements for the 4-years BBS programme are as follows:

1. An academic year will consist of a minimum of 150 teaching days excluding the days taken for admission and annual examinations.
2. The total instructional hours in an academic year will be 615 (150 days \*4 : 10 hours a day). For courses requiring field and practical works, additional hours of study will be required.
3. A paper of 100 marks will have 150 lectures each of 50 minutes. However for practical works, extra class hours will be required as fixed by the Faculty Board.
4. There will be a minimum of five periods (i.e class hours) each teaching day.

### Methods of Instruction

The methods of instruction, which help prepare the student for the realities of Nepalese business, industry and government, in which he/she has to work, are applied as per the requirement. A combination of lecture, group discussions, problem-solving exercises, guest lectures, practical work, and project work will be used as approaches to learning.

### Graduation Requirements

The BBS programme extends over four academic years and the BBS degree is awarded on its successful completion. All candidates for BBS degree must fulfill the following requirements:

1. The successful completion of 19 courses of 1950 marks and submit a final project report of 50 marks as prescribed with passing grades in all the courses.
2. The passing scores obtained in all theory and practical components of the courses separately.
3. Completion of courses for the fulfillment of BBS programme must occur within the time limit as prescribed by Tribhuvan University.



### **Programme Objectives**

The objective of the MBS programme is to enable the students to work as competent managers and to meet the demand of higher level managers in organizations, particularly in the functional areas of management. Upon graduation, a student should be able to function as a manager in business, industry, government and non-government sectors, within and outside the country, in areas like accounting, marketing, finance and general management. Through this two-year (60) credit hours programme students develop their knowledge and management skills on the basis of a good understanding of the economic, social, political milieu both at the national and global levels.

### **Curricular Structure**

The FOM recognizes the need for both breadth and depth in the total academic pattern. The MBS programme is a four semester (two-year) programme with three key components: (1) core courses, (2) specialization courses, and (3) a dissertation.

### **Core Courses**

Core business courses integrate all analytical and functional areas and provide students with an appreciation of the diversity and inter-relationship of business and management issues. It includes subjects such as Research Methodology, Statistical Methods, Managerial Economics, Organizational Behaviour, Human Resources Management, Managerial Finance, Management Accountancy, Accounting for Financial and Managerial Decision and Control, Marketing Management, Production and Operations Management, International Business, Entrepreneurship and Strategic Management and Business Environment.

### **Specialization Courses**

Specialization in any one of the areas, such as, Accounting, Finance, Marketing, and Management enables the student to develop expertise in his/her concentration area. Altogether 3 Courses are offered in one area of specialization. Students have to choose one specialization area and study one course from group 'A' in the third semester and 2 courses from group 'B' in the fourth semester.

### **Dissertation**

The MBS programme requires students to conduct original research work during the four semesters of the two-year study period. Students are required to write a dissertation based on their original research work. Students writing dissertation are encouraged to write their dissertation within the selected specialization area.

### **Eligibility Conditions for Admission**

The students applying for admission to MBS course must have successfully completed the BBS programme or a bachelor degree on any discipline from Tribhuvan University or from any other university recognized by Tribhuvan University.

### Admission Procedure

Students applying for the MBS programme must fill in the application blank with all details of their personal information and past academic records. The selection of students shall be based on CMAT. The test shall be based on the GMAT and GRE format. The admission test shall be concentrated on testing verbal and quantitative ability, business and economics, logical reasoning and general awareness. There shall be altogether hundred questions in the CMAT containing 20 questions in each section. Students must secure a minimum of 40 percent in the CMAT in order to qualify for the admission.



### Teaching Pedagogy

The MBS programme is based on the student-centered learning approach. The general teaching methodology of the programme includes interactive lectures, students' presentations, case studies, and projects. The teaching faculty shall determine the appropriate teaching-learning methods suitable for each course.

### Attendance

This programme demands a very high level of commitment from students. Students are required to attend regularly all classes and presentations as required by the course. Students failing to attend 80 % of classes shall not be allowed to appear in the semester-end examinations.

### Examination and Evaluation

The performance of students will be evaluated through ongoing in-semester evaluations and semester-end examinations. The FOM shall have the final authority in conducting, evaluating and awarding grades in semester-end examinations. The course facilitator (instructor) shall decide the grades in the in-semester evaluations. A student is required to pass the internal and external examinations independently

In-semester Evaluation: 40 Marks	
Evaluation Activities In-semester	Weight in %
Pre-board examination	40
Class-room activities (Class presentations, case analysis, group works etc)	20
Project Assignments	30
Class Attendance	10
Total	100 %

In case a student remains absent in internal examination due to serious illness will given one-time opportunity to appear in the exam if he/she is able to produce an authorized medical certificate. The internal exam notice will be published by the campus.

### Semester-end Examinations

The semester-end examinations on course work related subjects shall have a total weight of 60 percent. The semester-end examination shall be based on problem solving questions, analytical questions, and case studies or any other formats as demanded by a course. The duration of the examination shall be 3 hours for each course.

### Grading System

The grading system followed in the MBS programme will be based on the absolute performance of a student in the in-semester evaluations and semester-end examinations. The performance of a student in the MBS programme shall be made on a four point scale ranging from 0 to 4. The passing grade in the semester-end examination, for an individual paper shall be grade "B minus" or GPA of 2.7. In order to pass the semester examination the student must secure a minimum of Grade "B" or Cumulative Grade Point Average (CGPA) of 3.0 (60 percent). The overall grade of a student will be determined by the student's performance in the in-semester and semester-end examinations.



### **Failing in Course**

- ❖ Students, who do not qualify to appear in the semester-end examinations, will have to re-register and retake the course as per the semester cycle.
- ❖ Students, who are qualified but fail to appear in semester end examination or failed in the semester end examination, can appear in the semester end examination as per the semester cycle.

### **Degree Requirements**

To receive MBS degree the student must have:

- ❖ The successful completion of 60 credit hours as prescribed with a minimum of passing grade in all courses with CGPA of 2.7.
- ❖ A 'B' minus or better grade in each of the courses as specified in the curricular structure section.
- ❖ Obtained an overall CGPA of 3.0 or better after combining the GPAs obtained in all courses and dissertation.
- ❖ Completed all the course requirements as specified in the curricular structure section within the prescribed time period specified in the normal and maximum duration of the study section.

### **Credit Transfer and Withdrawal**

- ❖ The program allows students to transfer the credits earned by them in similar program of other universities as recognized by TU.
- ❖ Students willing to transfer credit from accredited university/college or recognized by TU have to apply at the FOM paying a sum of amount for each credit to be transferred.
- ❖ Concerned faculty or institute will review all previous university/college level grade sheet to determine what credits may be eligible to transfer.
- ❖ The FOM will review every course taken by a student to another university/college.
- ❖ The student should complete the first semester duration in the master program to be eligible for credit transfer.



## विद्यार्थीले पालना गर्नुपर्ने नियमहरू

शिक्षा ज्ञानको ज्योती हो, जसलाई शिक्षा क्षेत्रमा आवद्ध सम्पूर्ण वर्गको पहिरन, खानपान, व्यवहार तथा सोचले सार्थक सिद्ध गर्न सक्छ, त्यसकारण यस कलेजले संचालन गर्ने शैक्षिक कक्षामा भर्ना हुने सम्पूर्ण विद्यार्थीहरूले निम्न नियमहरू पूर्णरूपमा पालना गर्नु पर्नेछः

१. कक्षा संचालनको लागि तोकिएको समय भन्दा कम्तिमा १० मिनट अगाडि नै मूलगेट भित्र प्रवेश गरि सक्नु पर्नेछ, कक्षा संचालन पश्चात् प्रवेश दिइने छैन।
२. आफ्नो कक्षामा नियमित उपस्थित हुनु विद्यार्थीको कर्तव्य हुनेछ।
३. कलेजबाट पूर्व सूचना जारी गरी विदा घोषणा गरेको दिन बाहेक कुनै पनि सार्वजनिक विदामा कक्षा बन्द हुनेछैन।
४. कलेजबाट लिइने हरेक परीक्षामा संलग्न हुनुपर्नेछ।
५. कक्षा भित्र मोबाइल फोन बन्द गर्नुपर्नेछ।
६. मादका पदार्थ, धुम्रपान, मध्यपान, चुइङ्गम, पान, सुती तथा पराग जस्ता पदार्थ सेवन गर्न पाइने छैन।
७. अस्वाभाविक तथा वेरुप हुने गरी दारी तथा कपाल राख्न पाइने छैन।
८. विद्यार्थी परिचयपत्र वितरण नहुँदासम्म आफ्नो भर्ना रसिद लिएर मात्र उपस्थित हुनुपर्नेछ।
९. आफ्नो कारणले अरुलाई असजिलो पर्ने व्यवहार गर्न पाइने छैन।
१०. भर्ना हुने समयमा विद्यार्थी स्वयंम् उपस्थित हुनुपर्नेछ।
११. माथिका अतिरिक्त विद्यार्थीवर्गले समयसमयमा कलेजबाट जारी गरिएका हरेक नियमहरू पालना गर्नुपर्नेछ।
१२. कुनै नियम पालना नगरिएको पाइएमा कलेजमा प्रवेश समेत निषेध गर्न सकिने छ। त्यस्तो अवस्था आइपरेमा यथाशिघ्र आफ्नो अभिभावक सहित कलेजको प्रशासनमा सम्पर्क राख्नु पर्नेछ।

**SI COLLEGE**

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