

STUDENT DECLARATION

I, _____, Son/Daughter of _____, registered for the course **BSc (HONS) IT**, have read the contents of this Student Semester Handbook carefully and agree to abide by its rules, regulations, and guidelines of Techspire College. I will do everything possible to uphold the image and dignity of the College.

Student's Name:

Guardian's Name:

Address:

Address:

Phone No:

Phone No:

Mobile No:

Mobile No:

Email ID:

Email ID:

Blood Group:

Emergency Contact Person:

Emergency Contact Number:

.....

Student's Signature

Date:

.....

Parent/Guardians Signature

Date:

Official Use Only

Received By:

Received Date:

Signature:

General Code of Conduct:

1. All students must adhere to the college's dress code, wearing the appropriate uniform and footwear.
2. The wearing of jewelry is strictly prohibited within the college and during related programs.
3. Students are responsible for promptly notifying the college administration of any changes to their address or telephone number.
4. While on college premises, in college uniform, during college trips, industrial tours, or any public appearances identifying them as college members, students are not permitted to smoke, consume alcoholic beverages, use tobacco, or take prohibited drugs.
5. Students are expected to attend classes, maintain discipline within and around the college, and preserve the college's reputation. Any damage to college property is strictly prohibited.
6. Students may choose to purchase prescribed course materials and books either directly from the college or from other vendors. All the undergraduate and graduate students are required to own a personal laptop computer and subscribe to at least one or two business newspapers, as advised by the faculty or program leader.
7. Students must comply with the college's assessment procedures, with an appeals system available to them.
8. Students are responsible for the safety of their personal property, such as laptops and other gadgets, as the college will not be liable for any loss or damage. The use of laptops and other devices on college premises is limited to academic purposes, with classroom use requiring faculty permission.
9. Any breach of this agreement or the terms and conditions applicable to a student will result in their voluntary withdrawal from the college, without entitlement to any compensation.
10. Failure to adhere to any of the rules outlined in this agreement will be considered a breach of the agreement.
11. If a student leaves the college before completing the course, they will not receive certification or a refund of fees paid.
12. Students are not allowed to bring outsiders in the college compound without prior permission of the college management.
13. Physical or sexual assault, lazing, verbal abuse, threats, intimidation, harassment, coercions or any other behavior which threatens or endangers the health or safety of any member of the college are prohibited in the college premises.
14. No student can engage in or promote any political events within the Techspire College premises.

Library Rules

1. All students are considered members of the library.
2. Student members can obtain a Library Card for borrowing books by submitting a duly filled prescribed form, including a photograph.
3. Membership is valid for each academic term, unless canceled by the authorities.
4. Reference Books are not available for borrowing; they must be used for study within the library premises.
5. Library Membership is non-transferable.
6. Books and other materials are the property of the college and should be used with the utmost care by students.
7. Students are prohibited from writing on, marking, defacing, tearing, or damaging books and other library materials.
8. Students must check the physical condition of a book when borrowing it. If any defects or damage are noticed, they should promptly inform the Librarian or the staff on duty.
9. Students are allowed to borrow a maximum of two books at a time. Books can be borrowed for a 7-day period, with the option to renew them based on renewal rules. The Library Card will be retained at the library until the book is returned.
10. Books must be returned on or before the due date. Failure to do so will result in a fine of Rs. 5/- per day. Until the fine is paid and cleared, the student will be unable to use library facilities.
11. Borrowed books may be recalled at any time and must be returned immediately to the library when recalled.
12. In case of a lost Library membership card, students can apply for a duplicate card by paying a fee of Rs. 200/.
13. Food and drinks are not allowed in the Library. Using mobile phones for conversation and speaking loudly in the library premises is strictly prohibited.
14. Students are required to adhere to the terms and conditions of the online systems when using the digital library.

Computer Lab Rules

1. Students may use the Computer Lab while being supervised by the respective faculty or lab assistants.
2. Students are not allowed to remain in the lab during ongoing classes. Using the lab without attending the class is not permissible and is subject to disciplinary action.
3. Students are responsible for the proper handling of all lab equipment and will be held accountable for any damage they cause.
4. Food and beverages are strictly prohibited in the Lab and classrooms.
5. The use of the lab and internet facilities should be limited to work assigned to students by the faculty.
6. The use of pornographic content is strictly forbidden in the computer labs. Misusing the lab in this manner is subject to disciplinary action. The use of pen drives and other accessories requires permission from the lab coordinator.
7. Silence must be maintained in the lab, and all mobile phones should be set to "silent" or "switch off" mode.
8. Students are not permitted to install additional applications on the lab computers or alter the hardware or software configuration settings.
9. Students must maintain backups of all work conducted on the computer systems, as the Lab is not responsible for any data loss.

Fees, Other Charges and Financial Policy

1. Students must ensure that they adhere to the fee payment schedule and deposit all fees on time. Students who fail to pay the fees on time will be liable for penalty payments.
2. **Admission Fee:** Must be paid in full amount at the time of admission.
University Fee: Must be paid in full amount at the time of registration.
College Fee: Must be paid in full amount within two weeks of start of semester.
3. Payments can be made by cash, cheque, e-Sewa, Khalti, IPS transfer, or direct bank deposit. College encourage for the payments other than cash.
4. The college may charge for extra services and resources provided, such as textbooks, photocopying, additional copies or reusing qualification and academic transcripts, follow-up charges for late or non-payment, overdue fees, dishonored cheque fees, late marking or assessment, and re-exam fees.

5. If any student fails to appear for a regular exam or fails in an appeared exam, they must take a retake exam to pass the courses. For every supplementary exam, students must pay fees as per the university guideline.
6. Examination forms must be filled out on time. If any student fails to fill out the form on time, a late fine is applicable as per the university rule.
7. In case a fee cheque is dishonored, the student will be liable to pay Rs. 500/- as penalty charges and will have to deposit the fees in cash.
8. Students must submit their earlier degree certificates and transcripts by the deadline given by the college. If anyone fails to submit them on time, they will have to pay \$50 to register the certificates in the university portal.
9. All fees are subject to change without prior notice at the discretion of the management of Techspire College, without assigning any reason whatsoever.
10. All taxes, levies, and duties shall be paid by the student as applicable from time to time.
11. All forms of fees are non-transferable to other students or any other form.
12. Fees once paid are non-refundable under any circumstances.
13. The initial fee structure excludes the cost for project paper supervision, GRP supervision, internship supervision, convocation, and exposure visits.
14. Students must confirm their fee structure, payment schedule, and any other fee and payment-related information with the admission department at the time of admission. The admission department will forward the information to the finance department accordingly. Agreed fee is not changeable in any circumstances.

Other Terms

Submission of Assignments:

Each student has the responsibility of submitting his/her assignments in time.

Plagiarism, falsification of information rendered and/or academic cheating are considered acts of academic misconduct which may lead to academic sanctions of suspension or dismissal from the program.

Late submission of assignment shall subject to the actions as per the academic policy.

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 exercise. Students must bring prescribed textbooks in the class room according to the instruction 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 rooms.

Communication/ Electronic Devices:

Students are prohibited from using cell phones, i-pad or other communication/entertainment devices during class, library and lab. Students MUST keep their mobile phones into 'switched off' mode. The staff members have the full authority to confiscate such devices if the students found using during/ at the above-mentioned time and places. The students should provide the college phone number to his informants if s/he is in emergency situation during this situation. The college will provide full cooperation of communication to the students in serious cases.

Counseling:

Any kind of emotional or behavioral problem, or problems related to career guidance or any other problems raised during college hours, may be discussed in an informal and conducive atmosphere with the Module Leader / Coordinator with prior appointment.

Suspension:

In case of violation of rules and regulations by the students, s/he may be suspended from the class for a period by the Academic Coordinator with specific academic assignments.

In case a student is found smoking, drinking alcohol, using illegal drugs or carrying out any illegal activities in the college premises, s/he will be suspended permanently and will be asked to leave the college.

Attendance:

1. Each student is required to maintain at least 80% attendance of their classes and official college activities.
2. Classes will be held six days a week according to the time table published for each semester. Students are required to be seated in their respective classrooms on time.
3. Attendance is compulsory for all classes, guest lectures, visits or other activities as declared by the college.
4. If a student needs a leave, s/he has to fill up a leave application form stating the reasons for leave and assurance of how s/he plans to recover what s/he has missed.
5. Students with irregular attendance may not be allowed to participate in the Final Examination or disqualified for the assessment evaluation.

All Students are to abide by the Rules and Regulations contained herein.