STUDENT HANDBOOK

LORD BUDDHA EDUCATION FOUNDATION
College for Professional Studies

Web: www.lbef.edu.np

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MESSAGE-FROM
THE VICE CHANCELLOR, APU

Dear Students,

As Vice Chancellor of APU, I am very happy to welcome all new students to studying APU degrees at LBEF.

Asia Pacific University, with 11000 students and a reputation for excellence in producing professionals in technology, engineering, business and finance, has grown and matured enormously since its establishment in 1993. It now boasts campuses in India and Sri Lanka and delivers its programmes through partners in Nepal, Macau and Hong Kong. Most importantly, over 30,000 students have passed through its lecture theatres, studios and laboratories, graduated and joined the ranks of their chosen professions.

To ensure strong employability, APU embeds professional competencies and values into the core of the programmes. Accordingly, our graduates move seamlessly from the classroom to their professional positions. Over 95% are employed by the time they graduate. In fact, many receive offers even before they complete their studies.

We are proud of what our university has achieved in the last 23 years, proud of the service our graduates are providing to their clients, employers and community, and proud of our partnership with LBEF. I am sure that once you have settled in, you too will be proud to be part of APU and LBEF.

We are certainly very pleased that you have joined us. I wish you every success in your endeavors at LBEF.

Professor Ron Edwards
Vice Chancellor
Asia Pacific University

MESSAGE-FROM
CHAIRMAN OF
LBEF Group of Institutions

Dear Aspiring Students,

At the outset, I take the opportunity to welcome you to the extended LBEF family. For two decades, Lord Buddha Education Foundation has been on the forefront of providing quality education in Nepal at a very affordable fee structure. It is well known as the first IT college in the country and to this day, you will find LBEF graduates at the core of modern technology, and at the heart of a number of specialist technology fields.

To continue in our quest of becoming a complete education provider for Nepalese students, we have embarked upon an academic collaboration with one of the reputed Universities in Malaysia, the Asia Pacific University of Technology and Innovation (APU) with the aim of providing a globally accredited degree at home in Nepal. This would be the best alternative for students wishing to avail an international degree without having to stay away from home and parents for an extended period of time. At LBEF, we have always strived to support our students with the necessary academic guidance coupled with the infusion of the needed soft-skills, inter-personal skills and leadership qualities to provide our graduates with the cutting edge that can help them excel in their chosen area of specialization and career.

On behalf of the Management team and faculty at LBEF, I would like to extend my best wishes to all new students and assure you that you will be provided with the conducive atmosphere and pastoral environment for your progress at LBEF.

Er. Pankaj Jalan
Chairman
LBEF Group of Institutions

The Student Charter

LBEF aims to provide a challenging and stimulating environment in which students can realize their individual and group potential in a setting which strives for high quality provision. The Student Charter reflects the spirit of partnership that the APU sees as central to the acquisition of the high professional and ethical standards it wishes to promote in its academic partner. The Charter is not intended to be contractually binding. Its purpose is to demonstrate how the APU-student partnership can work in practice at LBEF. It specifies what students and LBEF may expect of each other, so that standards of excellence can be achieved.

In this context, LBEF in academic collaboration with APU, commits itself to provide its students:

- An equitable and supportive environment for all students;
- Clear information about admission policy and procedures;
- A fair and efficient admission system;
- Full and accurate information on how Programmes will be delivered and assessed
- Learning resources (library services, study areas, computer assisted learning,
- Audio-visual resources, computer laboratory facilities, etc.) appropriate to the Programmes offered. Students can expect to receive a high standard of teaching and research supervision in line with APU's quality policy and mission;
- Opportunities for employment, internship and campus placement;
- A fair and efficient feedback procedure.

INTRODUCTION
to APU and LBEF

5 STAR
EXCELLENT RATING
SETARA 2017

APU amongst the Highest Rated Emerging Universities

1.1 Profile- APIIT Education Group

APIIT Education Group has emerged over the years as one of Malaysia's largest education groups, addressing all levels of education.

Originally established as the Asia Pacific Institute of Information Technology (APIIT) in 1993, APIIT became the Asia Pacific University College of Technology & Innovation (UCTI) in 2004. In 2012, UCTI was upgraded to The Asia Pacific University of Technology & Innovation (APU), and APIIT resumed its operations the following year.

APU and APIIT are where a unique fusion of technology, innovation and creativity works effectively towards preparing graduates for significant roles in business and society globally. With an international student community from more than 100 countries, APU and APIIT offer a truly cosmopolitan learning environment which prepares students well for the global challenges which lie ahead.

Technology forms a common core as an enabler across APU and APIIT academic programmes, APU offers a broad range of programmes encompassing Computing and Technology, Engineering, Business, Accounting and Banking & Finance. APIIT offers Staffordshire University Degree programmes in Technology, Arts, Media and Design.

Over the years, APIIT, UCTI, and now APU have earned an enviable reputation as award- winning institutions, earning a host of prestigious awards at national and international levels. We also have an excellent track record in producing highly employable graduates who are able to immediately contribute to industry upon graduation. Our sound approach to nurturing school leavers into qualified professionals has resulted in our graduates being highly sought after by employers.

APIIT Education Group has also expanded its operations beyond the shores of Malaysia. APIIT-Sri Lanka was established in Colombo in 2000, and APIIT-SD India was established in 2001 in Panipat. These centres run the same courses offered by APIIT Malaysia, and maintain the same processes, standards, systems, and organisational structures as APIIT Malaysia.

The Asia Pacific Schools, as integral developments within the APIIT Education Group, offer the national and international curricula through the Asia Pacific Smart School (APSS) and Asia Pacific International School (APIS), respectively. APSS was established in 2006, while APIS was launched in 2012. For the holistic development of our students, the Asia Pacific Schools augment the curriculum with a broad range of co-curricular activities embedded into student development at the school, and various extra-curricular

EXPERIENCE APU'S ICONIC CAMPUS

Premier Digital Tech University ™

activities for students could choose from, in order to develop their skills in their areas of interest. This is to ensure that our students not only develop academically but also develop as well-rounded students fully prepared to deal with the challenges of further study.

The Asia Pacific Language Centre (APLC) is the specialized language centre of the APIIT Education Group. Located in Kuala Lumpur, APLC offers a wide range of quality English language courses which are specifically designed to improve English in a warm, friendly and professional learning environment. APLC is also a British Council authorised Testing Centre for IELTS. We offer English language intensive study & holiday packages as well as programmes which are customized to address specific needs of our clients. The Language Centre is also regularly organizes exciting social programmes to enhance the overall student learning experience.

The Centre of Technology and Innovation (CTI) is the research and innovation arm of APIIT Education Group. CTI is one of Malaysia is leading software development organisations, drawing on an international team of award-winning scientists, engineers, programmers, multimedia developers and business experts. CTI uses the best practices in business process analysis and world-class technological expertise to deliver high-quality innovative software. CTI plays a vital role in helping APU and APIIT set their own research agendas by highlighting real world issues and concerns. Further, CTI provides APU, APIIT, APSS, APIS, and APLC with the technology required for operating at high levels of efficiency and delivering courses effectively.

1.1.1 Vision, Mission, Goals, Quality Policy Vision

To be a "best-in-class" Institution providing APU Degree Programmes, Staffordshire University Degree Programmes, and our own Foundation and Diploma programmes to meet the needs of an international market for affordable, high-quality programmes designed to achieve strong employability

1.1.2 Mission

- To be a leading regional centre of excellence with strong recognition within local and international markets based on the reputation of APU, APIIT and SU in these markets
- Provide internationally recognised academic qualifications backed by strong internal and external quality assurance and compliance with Malaysia Qualification Agency (MQA);
- To develop employable professional graduates;
- A strong emphasis on staff development at all levels;
- A learning environment designed to support individual and collective learning through effective teaching and independent learning;

Integrity, honesty, respect for others and the environment in all activities.

1.1.3 Goals

- To position APU and APIIT as regional leaders in Higher Education and Research for Technology and Innovation.
- To support and complement the policies of the Government of Malaysia by providing opportunities to acquire an academic qualification through higher learning; regardless of nationality, race, sex, religion or ethnic origin.
- To contribute to the goal of making Malaysia a developed nation and centre for education

1.1.4 Quality Policy

To Provide Education and Training of International Quality Standards and to Meet Customer Requirements First Time, On Time and At All Times.

1.2 Profile- LBEF Group of Institutions

Purposed Building of LBEF

The inception of Lord Buddha Education Foundation (LBEF) dates back to 1998 as an NGO envisioning to provide quality education at an affordable price. A brainchild of an educationist and social worker, Mr. P. Kejriwal, the primary objective aimed was to create a proactive education environment in Nepal and to provide quality education available at affordable cost. From the early days of its establishment, the college has enjoyed steady progress and today has established itself as one of the leading colleges in Nepal with currently over 1,300 students, and more than 8,000 students having already graduated from LBEF campus since its inception. Over the years, a number of diverse undergraduate programs under science, management and humanities stream, affiliated to different Universities have been offered at its campus in Maitidevi, Kathmandu. LBEF visualizes its sustainable development as an academy of excellence in professional education by adopting best practices, installing best potential of improving the efficiency and effectiveness of the academy's capability of providing the education.

It aspires to be known for excellence in teaching, research, and public engagement and for continually setting new standards of quality and service.

To continuously strive for excellence for the collection, creation and institutionalization of all the latest developments and innovations those carry the potential of improving the efficiency and effectiveness of the academy's capability of providing the education.

'All good things and ideas have a beginning.' At LBEF, we have sown the seed of knowledge that has been growing into a large beautiful tree and has been providing knowledge to all. We firmly believe education is an integral part of growing process. It is therefore our constant endeavor to provide the best of facilities and resources to the student community. There are only two lasting bequests we can hope to give to our children, one being the roots and the other, wings; *'both of which can be achieved only through sound education, towards which we are morally bound'.*

Members Institutions of LBEF group:

- Lord Buddha Education Foundation & College for Professional Studies

- Patan College for Professional Studies
- Akshar Vidya Mandir-The Smart School

1.3 APU's Programmes offered by LBEF CAMPUS

Lord Buddha Education Foundation and College for Professional Studies have collaborated with Asia Pacific University of Technology & Innovation to offer following undergraduate courses and post graduate courses :

1. Courses offered by Lord Buddha Education Foundation
- B.Sc.(Hons.) in Information Technology with various specializations.
- B.A.(Hons.) in Business Management with E-Business Specialization.

2. Courses offered by College for Professional Studies
- Master of Business Administration
- M.Sc. in Information Technology Management

The programmes at LBEF CAMPUS will be followed as per the structure, modality and delivery requirements set by APU.

2 Professionalism

LBEF is a professional establishment and from the moment of entry to the College you will be treated as a professional. Education in itself cannot guarantee a job. LBEF therefore seeks to instil, in addition to the development of skills and knowledge, the strong sense of professionalism that will stand you in good stead in your future career. Any individual who wishes to pursue a successful career is expected to display and practice a high level of professional and interpersonal skills.

2.1 Attire

Attire must be compatible with the public image of LBEF. Our aim is to prepare you for the professional job market. Although there is no uniform code, you are expected to dress sensibly and discreetly while at the same time ensuring your own comfort and convenience (Please refer to Appendix 1).

2.2 Attendance and Punctuality

Being present at all lectures, tutorials and practicals is a pre- requisite of a successful student. Punctuality also constitutes a very important part of the educational process (Please refer to Appendix 1).

Attendance is required at all teaching sessions for the modules for which you have enrolled. Sessions include all tutor-led activities such as lectures, seminars, tutorials, laboratory works/ practicals and presentations. For small group sessions (which involve a sub-set of the whole module cohort) you must attend the sessions to which you have been assigned. You must achieve a minimum of 80% attendance for each module, failing which you may be denied assessment for that particular module.

If you are absent from a module(s) or programme of study on four consecutive occasions in a semester, including lectures, tutorials, seminars and laboratory based classes for reason other than personal illness without written approval, you may be deemed to have withdrawn from the module(s) or programme of study and your registration on that module(s) or programme of studies cancelled. You may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. You will therefore need to seek permission to start again on the same module (or a replacement where applicable). This may affect your eligibility to progress to the next level of your award.

2.3 Academic and Disciplinary Records

Self-discipline and the ability to follow regulations and instructions are essential ingredients in professional training. At LBEF, we do not look to enforce any rules, regulations on our students, rather we expect our students to follow and respect the rules, guidelines set out for them. Your ability to adapt and thrive in actual working environment will not only be reflected by the grades received and also by your self-discipline during the course.

3. Quality of Learning

3.1.Learning Environment

Quality in the provision of appropriate learning opportunities is a key objective of the College/University. LBEF has a comprehensive quality assurance system, which is monitored by external audit. Our emphasis is to encourage and empower you to become an independent learner.

You can expect LBEF to provide:

- Teaching which is up-to-date and supported by appropriate materials and facilities
- Accurate information about the teaching and assessment timetable;
- Appropriately staffed, programmed classes and as much notice as possible of any alterations to the published timetables
- The return of marked assessments in reasonable time as per the assessment schedule
- Details of the structure and content of all programmes of study and how they will be taught and assessed
- A fair assessment process with the right to appeal and reassessment.

3.2 Evaluation

During your time at the College/University you will be asked to fill in evaluation questionnaires to assist in its course monitoring and planning. Such questionnaires are important for the benefit of your fellow and future students. We would be grateful for your full, unbiased feedback and prompt co-operation in completing them in a constructive and objective way.

3.3 Class Mentor/Class Teacher Scheme

While a lot of emphasis is placed on providing you with subject related skills, your development as a professional is also considered to be a crucial element of your education at LBEF. For this reason, your class will be assigned with a lecturer, designated as the class mentor or class teacher, who will be responsible for the professional development of all students in your class. The class mentor will also function as your link with LBEF management. LBEF encourages you to develop a close relationship with your mentor and to keep him or her informed of any particular concerns or circumstances, personal or professional that may affect your studies.

3.4 Consultation Hours

In accord with the College/University's quality mission, lecturers will allocate consultation hours for students. The purpose of this is to improve accessibility by making lecturers available to the students at designated times. List of faculties available for consultation will be released on notice board and students can consult those faculties.

3.5 Student Feedback Procedures at LBEF

At LBEF, we have devised a system for perceiving student feedback which accumulates students' feedback in all round ways i.e. formal and informal both. Followings are the measures for collecting student feedback which we have implemented. We have two channels for Students Feedback System-

- Formal– These methods are used to record students' feedback in a formal way i.e. CET, SRC, Meetings, Groups, Formal Feedback procedures, Parents Meeting

- Informal– Students are encouraged to discuss and raise their day to day problems and issues in informal way also i.e. in form of Open House, Student Staff Consultation Groups. Such discussions are organized in some informal manner i.e. no protocol and formal procedures are followed and student can speak freely about their problems.

3.5.1 Course Executive Team (CET)

Handpicked students based on their intellectual skills, are formed as Course Executive Team at LBEF for providing valuable feedback on curricula aspects and associated academic delivery. In general, members of Student Representative Council (SRC) are the honorary members of CET team as well and they discuss their opinions and suggestions with LBEF Management during their monthly meetings.

Course Executive Team (CET) facilitates to bridge the gap of expected academic execution and actual deliverables of the day-to-day academics at LBEF.

3.5.2 Student Representative Council (SRC)

The Student Representative Council (SRC) is constituted at LBEF as a statutory structure and contributes as a communicating bridge between LBEF students and the Management.

In line with the definition of objectives of SRC, the roles and responsibilities of the SRC include:

- Participating in institutional decision-making structures.
- Advising and supporting the delivery of effective and efficient student support services.
- Managing and administering student representation at different levels.
- Advising on the development of academic programmes and student-learning experiences.
- Participating in the development and implementation of institutional and national policies on higher education.

The SRC members are appointed annually by LBEF Management and their appointment is made automatically as per academic assessment results received from University i.e. the topper of the batch is appointed as Class Representative (CR) for the respective class. SRC Meetings are organized every month where SRC members meet with LBEF Management and discuss academic feedback and other problems faced by students.

3.5.3 Parents Meeting

In order to make aware the parents about the academic progress of their ward, Program Leader(s) plan parents meeting with Academic Director & Dean of Academics. This is compulsory for the students who have failed to achieve minimum attendance criteria i.e. 80% and they are asked to fill EC form if they have genuine reason.

There are several other benefits of Parents Meeting i.e. –

- Overview to establish a rapport and develop a common goal that focuses on helping the students have the best academic experience possible
- Building a Partnership to develop an important aspect of our students' academic and social achievement.
- Gathering Information including everything from how well the student is in academics and all other significant areas.

3.5.4 Mid Semester and End Semester Feedback-

LBEF has implemented formal procedures also for knowing the feedback of our students which is collected in form of Student Feedback Form twice in a semester. The

comprehensive feedback systems are based on a questionnaire which is filled by each student and provides qualitative feedback on academic delivery of faculty members i.e. –

- Teaching skills,
- Communication skills,
- Presentation skills,
- Uses of cases and examples
- Problem solving/query handling
- Ability to inspire and motivate

This mechanism helps to identify problems being faced by students in academic delivery.

3.5.5 Open House Sessions

Open House sessions serves as a platform where the LBEF Management, Program Leader(s), Module Leaders interacts with students in an informal manner and students are given opportunity to speak up about their experiences as well as problems they face in their overall touch with LBEF i.e. teaching, labs, library and student support facilities, administrative facilities etc.

Such sessions are organized in very first month in semester duration. A successful open house can provide the following benefits:

- Educate students about what LBEF does for their academic development
- Improve relations of students with their teachers, staff and moreover with LBEF
- Timely corrective measures of even small issues

3.5.6 Student Staff Consultation Groups

Student Staff Consultation Groups are one of the effective mechanisms used within the LBEF System to evaluate the student experience on programmes, and to communicate to students details of actions resulting from the evaluation.

The purpose of the Student Staff Consultation Group is:

- To act as an effective and representative consultative forum in which students and staff meet to discuss matters of mutual interest and concern arising from the content, teaching, and development of the programme, and any other aspects of the student experience at the LBEF.
- To provide an opportunity to obtain views representative of students of all levels of

programme, and to take these into account in contributing to the programme monitoring and development processes to be adopted.

- To provide feedback to students on how the programme, or the LBEF system more widely, has responded to concerns raised by students.

The operation of the Student Staff Consultative Group should be as follows:

- To meet at least once in a semester, in an informal environment.
- Program Leader will in the first instance make arrangements for the establishment of the group. The group will, at the start of each meeting, elect a Chair who should normally be a student. The Programme Leader will be responsible for convening meetings of the group.
- Groups are required to record formal minutes and should produce a record of actions arising from the discussions.
- One of the items on the agenda of meetings will normally be a review of the results of the actions from the previous meeting

4. Student Services

There are number of services which are offered to our students for enabling them to be future ready in their career ahead. These services includes -

4.1 Career / Education Guidance Counselling

The Student Services Executives at LBEF will counsel you in choosing the right pathway to achieve your goals, be it in employment or university. There is a special cell set up within the College premises which deals specifically with career/education guidance counselling, which caters to

the specific needs of the student.

4.2 Personal Welfare Counseling

LBEF recognizes the fact that students may sometimes have personal problems and may welcome the opportunity to discuss them with someone in complete confidence. A trained and experienced Personal Counsellor can be made available upon request, to all LBEF students. The Counsellor works to a code of practice which obliges him/her to offer complete confidentiality to the students. The concerns that students bring to counselling can vary

enormously and can include such issues as: -

a. Relationships (with friends, family or partners)
b. Eating Disorders
c. Lack of self-confidence or self esteem
d. Sexuality
e. Bereavement
f. Depression
g. Difficulty adjusting to university life
h. Loneliness
i. Homesickness (especially for out of valley students)

Nothing is too big or too small an issue to bring to Personal Counselling. A

Personal Counsellor will not normally offer advice but will help you explore your problems in a supportive and non-judgmental way so that you can decide for yourself the best way forward. If you feel unhappy, depressed or distressed, for any reason, it can affect your academic performance as well as your social and family life. Personal counselling is available to help you overcome your problems and concerns. You can contact the counsellor at pwc@lbef.edu.np to make a mutually convenient appointment.

4.3 Industrial Training

LBEF require their students to undergo industrial training in the third year of their four-year degree course. Students must fulfil this requirement by working between three to four months after year three of their degree. You must submit an Industrial Training Report later, to the University that you are applying, in which all the work experience during the industrial training is documented. LBEF supports industrial training activities by supervising the preparation and completion of the report.

4.4 Job Placement/Internship

LBEF continuously receives job requirements from employers in the industry who wish to hire its graduates. Students must complete an internship before their final year job placement. The LBEF Job Placement and Internship cell will assist students to secure an internship and/or placement but will not guarantee one. Students must apply with a full CV, undertake interview if required and make every effort to secure an internship. You are required to maintain a high level of professionalism during your internship in order to maintain the image of the College/University. Negative feedback from the employers may disqualify you from further internships.

4.5 References/testimonials

If you require references for project purposes, normally, the lecturers concerned, will arrange references for projects. However, if you require other references, you should obtain them from the Administrative Services Office. If you need a testimonial/academic reference letter, you may request from your module lecturer or from your Program Leader. The opinions and views expressed are the personal opinions of the individual academic staff and do not reflect the opinions or views of the College/University. The testimonial will be addressed to specific individuals or companies and no open-ended letter will be issued.

4.6 LBEF Student Activities & Representative (Student AR) Body

LBEF student AR body, is proud to be the official representatives of the students. It is a board of students, elected by students, whom have and will dedicate themselves to ensure that the campus life at LBEF would be fruitful.

The LBEF Student AR body brings together a huge number of enthusiastic, committed and talented students, who are all prepared to work to improve the lives of the LBEF student community. It has different committees, all targeting different aspects of student life. The members will develop soft-skills of leadership, management, organization and implementation, all of which, will contribute majorly to their future work experience.

LBEF, a professional leading educational hub, creates complete all rounded students who have knowledge, skills and wisdom that will help prepare you for the challenges that lie ahead, thus rewarding a promised future.

The services and representation provided by the Student AR body exist solely for you - the students of LBEF. We recognize that academics, coupled with social & recreational activities will emphasize to cultivate all rounded personalities. We have established various clubs to organize various activities. These clubs are:

• Software Architect Club
• Social & Extra-Curricular Activities Club
• Sports Club
• Art and Literary Club
• Entrepreneur Club
• Dramatics and Music club

LBEF is committed to the provision of reasonable access to its learning support services. The facilities are designed to provide a supportive student- learning environment. The College/University property must be treated with care and respect at all times. No property of the College/University shall be removed from the premises without prior approval, in writing, from the Head of Administration or his duly appointed representative.

Students causing loss of, or damage to, the College/University's property from activities, which are not permitted by the College/University, shall be held personally responsible and liable for the cost of replacement and repair as necessary.

5.1 Lecture Rooms

Lecture rooms are set up to provide a modern and conducive learning environment. All lecture rooms are carpeted and equipped with comfortable chairs and tables, multi-media, projectors and white board. You should always maintain the cleanliness of the lecture rooms in order to preserve an environment that is conducive to learning.

5.2 LBEF-APU Online Courseware Community

The LBEF-APU Online Courseware Community is an e-learning portal established, by APU, to supplement and enhance the learning experience of LBEF students. This web-based system is accessible through the Internet using a web browser. Students and lecturers can collaborate using the tools available upon logging in.

To access the LBEF Online Courseware Community, you need to have a web browser and an Internet connection.

The LBEF Quality Management System has been implemented through our software 'EDUSYS'. This means that all aspects of the operations, including support services, that directly or indirectly relate to education and training are part of 'EDUSYS' and therefore subject to evaluation and review.

The effectiveness of 'EDUSYS' is monitored through an ever-going process of internal audit, feedback and management review. Areas of non-conformance are addressed by raising corrective action requests. Every student can access 'EDUSYS' from anywhere in the world.

It incorporates the following;

- Enquiry Management
- Admission Management
- Student Management
- Class conduction module using Daily Class Reporting
- Student Leave Management Module
- Student Fee Payment Module
- Academic Activities Conduction Module
- Examination Module includes seat planning and e-admit card.
- Internal Marks generation/ Report Card Module.

5.3 Library Facilities & Services

The LBEF library is a well-equipped facility that offers an extensive range of reading and audio-visual materials. It aims to support the University's instruction and research programs.

Each student is issued a Library card upon registration at the beginning of the course. The students will have to mandatorily produce the card for inspection, upon entering into the library. The library opens on College working days at 6:30 am and remains open till 6:00 pm and on Saturdays, it will be open between 9:00 am to 2:00

pm. Students have to spend an hour at least daily in the library, which is recorded for future reference.

Each student is liable to borrow a maximum of 3 books at a time which has to be be returned within a period of 10 (ten) days. There is a provision for renewal of the borrowed books for a shorter duration of time at the end of the borrowing period. A late fee fine of Nrs. 5 (five) per day, is levied if the students fail to return the books within the stipulated borrowing time. The students can get access to the books, novels, journals, magazines in the reference section, within the library but it will not be available for borrowing or lending.

5.4 Online Resources

5.4 **Online Resources**- All students are provided with online access to all quality international research databases i.e. -
- ACM Digital Library
- IEEE Computer Society Digital Library
- Access Engineering
- ScienceDirect
- Emerald Insight
- ABI Inform Collection (Proquest)
- Computer Science Database and Advanced Technologies & Aerospace Collection (Proquest)
- Business Market Research Collection (Proquest)
- SpringerLink
- CLJ Law
- The International Monetary Fund's (IMF)
- UN World Tourism Organization
- EBSCOHOST Academic Collection

Students are allowed to access these online resources remotely using their LBEF/APU email ID. Students also have access to a substantial number of online Databases and Journals.

6. ICT Policies and Regulations

Technology facilities and services provided by the LBEF is intended primarily for use in teaching, learning, research, and approved business activities by its staff, students and other authorized persons, referred to as 'users'. LBEF encourages good and full use to be made of these facilities.

For the protection and benefit of the community of users, any person using the information technology facilities and services must comply with the ICT regulations, Internet Policy Statement, Email Policy and Information Systems Security Guidelines. These ICT guidelines can be found in the student handbook or staff manual.

To ensure that IT facilities and services are not abused, LBEF retains the right to randomly monitor a selection of messages and materials sent over its network and to take any appropriate action if there is misuse.
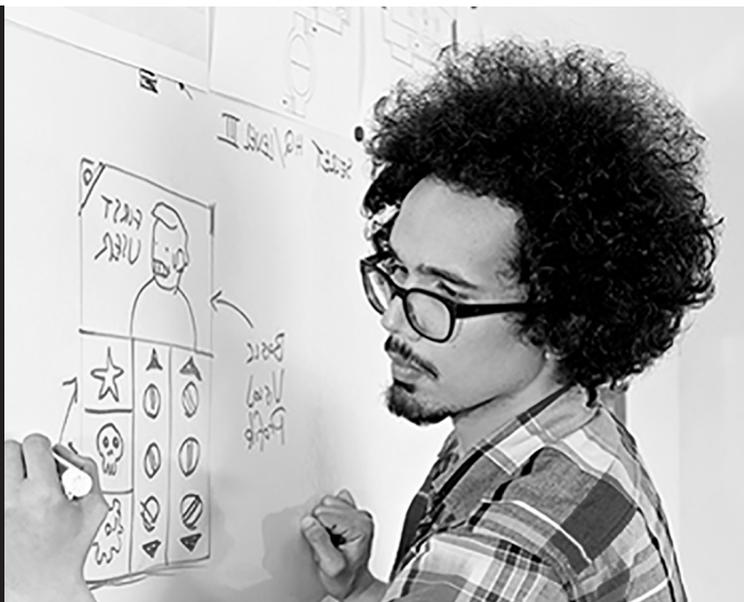
This may include referral to the Police or the relevant authority in the event of suspected criminal activity.

- IT hardware must be treated with care and used only in accordance with the proper operating instructions. Any apparent fault with hardware should be reported promptly to Technical Assistant (TA) or Technical support personnel. Equipment must not be used if there is reason to believe that it may not be in safe working order.

- Students must not by any deliberate or careless act or omission or seek to jeopardize the integrity of any IT equipment, and/or its software and/or any information stored within it and/or accessed through it.

- Students must not access and/or attempt to access any IT equipment, software and/or data which they are not properly authorized to access. In particular, the confidentiality of data belonging to other Users must be respected.

- Students must take all necessary steps to protect and maintain the security of any equipment, software, data, storage area and/or passwords allocated for their use. Users must not use access codes that belong to someone else for any reason whatsoever.

- Students must not use any IT facility for a purpose other than that for which they are authorized. Users must seek advice if they have any doubt about their authority to use any of the IT facilities.

- Students must comply with all their legal obligations affecting their use of IT facilities.

- Students are advised to refer to the Guide to Students' Responsibilities when using IT facilities.

- The use of any IT equipment for storage and/or transmission of materials which LBEF considers to be obscene and/or offensive are strictly prohibited. Furthermore, IT facilities must not be used to download pornographic, obscene, excessively violent and/or offensive materials from the Internet.

6.1 Domain User ID / Webspace ID / Email ID

Each student shall be assigned with a personalized e-mail ID to access all official communication and network resources and Webspace ID to access in-house web applications. This user ID and Webspace ID shall be used for authentication and to ensure only authorized students are able to login and access the network resources/application. Students IDs and Webspace IDs shall be strictly unique to the specific Individual and should be kept confidential at all times. Students are responsible for their own user ID and passcodes or passwords. The user name is provided by the Administrative office and the default password is the Campus ID which needs to be reset by the users at the first login. Appropriate disciplinary action shall be taken against a particular student should there be any unauthorized access of any form be traced to that particular user's ID.

7. General Facilities

7.1 Syndicate Rooms

Syndicate rooms are provided for students as work areas for discussion and private study. Your conduct in the syndicate rooms should be respectful and must not disrupt other students learning. You should not move or rearrange chairs and tables, or bring drinks or food into the room.

7.2 Audio/ Video Facilities

The College/University is also equipped with audio/video facilities:

- video conferencing
- television sets
- video cameras

7.3 Meeting Room

The meeting room is another venue for you to use for discussion with lecturers and for reference to projects on display on the shelves. The use of the meeting rooms should be through request and approval may be obtained from the Head of Administration or duly appointed representative.

7.4 Lobby and Reception areas

The lobby and reception area is for receiving and meeting visitors and guests. In order that a welcoming atmosphere is maintained, you are requested not to crowd or make excessive noise in this area.

8. Administration

8.1 Registration

LBEF will provide clear information about its admission policy and procedures and operate a fair and efficient admission system. Entry requirements vary from course to course, as per the university guidelines. Once all original documentation is available you will have to complete the University's Registration form. Registration process has to be completed within the given timeframe. University reserve the right to accept or reject any application.

8.2 Course Fees

You must comply with the following requirements:

- The course fees must be settled in full and in the case of instalments, paid promptly as per the academic calendar and fee payment schedule. Tentative Fee Payment schedule for entire course has been attached as an annexure.
- you are required to settle fee payments due before being allowed to sit for tests, examinations, submission of assignments and projects.
- results will not be issued to students with outstanding fees;
- you must retain the fee receipts for future reference;
- cashing hours is as follows: the account section is operational from 7:30 am to 3:30 pm on working days. Students can also pay the fees by the account payee cheque. In case the cheque is not realized due to any reason a penalty of 1,000/- will be charged along with applicable late fees.

8.2.1 Late Payments

A late payment charge of NRs. 100 (one hundred) per day is levied for overdue payments. Should the fees and late payment charge still remain unpaid after 7 (seven) days, you will cease to enjoy all rights and privileges of a student of LBEF, and will no longer be able to use the library and laboratory facilities, participate in any teaching and assessment activity or enjoy access to student services such as Institute and job placements. These rights and privileges will then only be reinstated upon full settlement of fees due plus the late payment charge, and by paying an additional administrative charge.

Overdue charges will only affect students whose fees fall overdue. They are to avoid the additional overheads involved in managing student debtors, and will result in our administrative staff being able to fully concentrate on providing high quality professional services to you at all times.

The late charges are as follows:

After the deadline for fee payment is crossed, the late fee charge levied will be NRs. 100 (One Hundred) per day for the first fifteen days and thereafter NRs. 200 (Two Hundred) per day.

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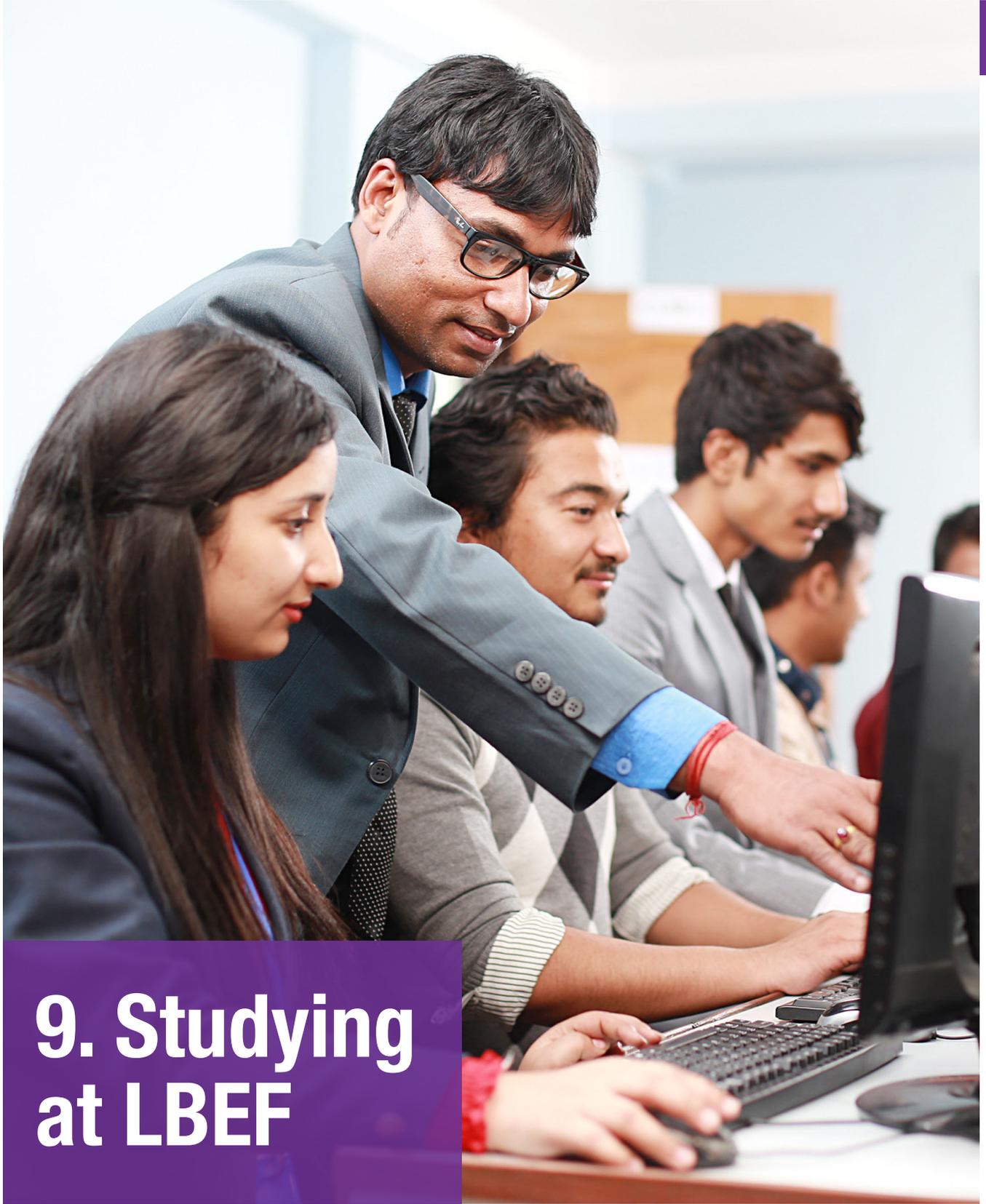
9. Studying at LBEF

9.2 Assessments

The Programmes have been designed to develop your analytical and problem-solving skills. Thus there is significant emphasis on practical work and projects to complement the theoretical areas within the programme. Your performance in each subject module will be assessed through in-course assessment, which normally comprises assignments, tests, quizzes and projects and a final examination.

Assessment weightings and their outlines can be found in the module descriptor and the Student Assessment Information Sheet (SAIS) for each module. Paper based assignments should be submitted on standard A4 paper. Stationery is not provided by LBEF except for answer sheets in examinations. You must submit all pieces of assessment required for each module on or before the submission date for each piece of assessment. Failure to do so may result in failure of the module overall. The submission date will be specified for each piece of assessment for each module. It is your responsibility to make sure you know when your submission dates are and to comply with them. Failure to meet this deadline will be treated as a non-submission and a Grade Point 0 will be awarded for that component. The only exceptions to these rules apply where a valid claim for extenuating circumstances can be made.

The pass mark is 50% for Undergraduate and Postgraduate Degrees for each assessment including the final exam. Students who do not fulfill the minimum attendance requirement of 80% will not be allowed to sit for the final examination.

9.3 Examinations guidelines

In order to conform to external examination requirements and standards, a system has been developed to ensure that confidentiality exists on the identity of the student. The issue of examination dockets achieves this. Examination dockets will be issued to students before the commencement of any examination. The docket must be collected before the stipulated date of the examination.

Examination dockets are issued only to students with no overdue fees and with attendance records of at least 80%. If you have not settled overdue fees you will not be given a docket and will not be allowed to sit for the examination.

Students who do not collect their dockets by the issue dates will be charged with an administration fee per docket. Dockets will not be issued on the day of the examination. Students who have lost their dockets, will have to obtain a new docket (s) with an administrative payment.

For re-take candidates, dockets will be issued upon producing the re-sit receipt. The examination docket has 2 sections with perforations in between for tear-off. The invigilator will collect one portion with your name on it for record purposes.

9.4 Extenuating Circumstances

If you feel that any unforeseen and unavoidable circumstances (e.g. illness) have affected your ability to gain or demonstrate your knowledge or capabilities in one or more modules you should submit an Extenuating Circumstances form giving full details of the circumstances and supporting evidence for your claim. If

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**9.1 Lecture Timing
Bachelors**

BSc.IT and BBM:
Morning Shift: (Sunday- Friday)
Lecture Hours: 6:30 AM to 10:30 AM
Tutorial Hour: 10:30 AM – 12:30 PM

Masters
MBA
Morning Shift: (Sunday- Friday)
Lecture Hours: 6:30 AM to 9:30 AM
Tutorial Hour: 09:30 AM – 10:30 AM

Weekend Shift
Lecture Hours:
Friday: 04:30 PM to 08:30 PM
Saturday: 08:00 AM – 16:00 PM
MSc.IT:
Evening Shift: (Sunday- Friday)
Lecture Hours: 05:30 AM to 08:30 AM

you have completed your prescribed programme of study, but for reasons of illness or other incapacity, which is supported by medical evidence, or because of other authenticated good cause, you miss or fail the whole or part of an assessment you can submit an Extenuating Circumstances Claim Form which is available at the Administration department.

9.5 LBEF Academic Dishonesty (AD) Board

As per University guidelines and to deal with matters related to academic dishonesty/Plagiarism in students' assignments, projects and other submissions, LBEF Academic Board has been constituted.

9.5.1 Role:

The primary role of Academic Dishonesty Board is to take decisions on academic dishonesty and plagiarism related matters as per the procedures laid down from the policy document "APIIT/ APU Procedure for Dealing with Academic Dishonesty". APIIT/ APU defines academic dishonesty as any attempt by students to gain an unfair advantage over other students in completing an element of assessment or an attempt to assist other students to obtain an unfair advantage in completing an element of assessment.

9.5.2 Responsibilities

Verification of case whether it is a case of AD/plagiarism.
Assessment of level (as per guidelines) of AD as –
- Minor
- Major
- Gross

Making final decision on matter and deciding associated penalties (as per guidelines)

9.5.3 Membership

The Academic Dishonesty (AD) Board shall be composed of 5-6 members including a Chair to be hold by Chairman/Director. Dean Academics will be the Convener of the AD Board will organize meetings of board as and when required.

The other members will be –
- Dean Academics (Convener)
- HOD of the Program
- Program Leader (Same domain)
- Program Leader (Other domain)
- One Nominated Faculty Member (Same Domain)

9.5.4 Evidences to be considered:

The evidence to be considered by the Faculty Academic Dishonesty Panel will normally include the following (where appropriate):
i) the report of the preliminary investigation;
ii) any statement from the student;
iii) any confiscated materials;
iv) any relevant text, source material or media (image, video, audio etc);
v) the originality report from Turnitin;
vi) regulations for the particular award relating to the assessment;
vii) regulations of any external validating body appropriate to the award;
viii) a copy of these procedures

9.5.5 Associated Penalties:

As per "APIIT/APU Procedure for Dealing with Academic Dishonesty"

9.6 Results

External examiners from reputable foreign universities moderate all of LBEF's examinations. This is to ensure that the assessments meet international standards, and that your interests as a student are protected. Your final examination results will only be released after the external moderation has taken place. However, if you are required to reappear for any particular examination, you will be notified within 6- 8 weeks after the examination date and will be required to take the re-exam at the next available opportunity which will be about four weeks later.

This notification will be done via login to your web result and auto notification via email. However, please do not depend on email notification. It is your responsibility to check the date posted on the web result page after you have login into your webspace.

9.7 Referrals

For each referral paper, you are required to pay a referral fee. For each referral component, you are required to pay a referral fee. For example, if you fail a class test and the assignment, you are required to pay a referral fee for both components. For undergraduate programmes, for all failed modules, you will be automatically registered into the next re-exam schedule. It is compulsory for you to appear for your referral examination scheduled for you. However, if you are required to resubmit in-course assessment as a result of failure, please register at the Administrative Services Office for your referral. The referral examination will be held between 6 to 8 weeks from the date of publication of results.

9.8 Appeals

You may not appeal against academic judgment but if you believe a material error has been made, you may ask for a review of the Examination Board decision.

You may also request a review if there is evidence supporting extenuating circumstances which were not available at the time of the Examination Board decision.

In accordance with LBEF's regulations there is a time limit and appeals must be made by filling in and submitting the Appeal Form with the approval of the Programme Leader to the Administration within 30 days of publication of your results.

An appeal fee is levied and you will be informed of the appeal results within six weeks after your appeal. In the event your appeal is successful, then the appeal fee will be refunded.

10 Prohibited Areas

You are not allowed to enter the following areas without permissions.

Staff Room: The staff-room is an area in which the lecturers will be preparing for lectures and in which there is confidential information.

Lecture room and Auditorium: Students are not allowed to use the lecture rooms without prior booking. Students are also not allowed to use the audio-visual facilities in the room without prior permission.

Accounts and Finance Area: The Accounts and Finance area is an area where confidential information is maintained.

Prohibited items

You should keep in mind that you should not bring items, which might pose a danger to other members of the College. This would be in violation of the country's laws. Should you be found to be in possession of such items the College would take a very serious view of such offence. Students involved could be expelled. (Please refer to Appendix I for details).

APPENDIX 1

Professional Code of Conduct for Students

1.0 Introduction

LBEF believes that a sense of professional identity is essential to promote the success of its graduates in their subsequent careers. The majority of students enter LBEF and leave it is to enter professional employment, or to pursue Programmes leading to higher qualifications overseas. The education provided at LBEF is distinctive in that it is focussed on the development of the whole person, so enabling effective transition from a college going student to adult life.

Every aspect of the student's experience at LBEF is therefore considered to be important in developing professional identity. Conformity to a dress standard is expected. So is respect for a defined code of conduct with regard to attendance, punctuality and behaviour within the College/University. Great importance is attached to creating an environment in which the students are encouraged to cooperate, and to teach and learn from one another. Students are expected to work unsupervised on projects that require them to show willingness, and a capacity, to share knowledge and experience in solving problems.

The Professional Code of Conduct is designed to create a framework within which the qualities described above can be achieved and LBEF's graduates be fully prepared for their lives in the outside world.

1.1 Attire

A smart appearance is expected for a good professional. A smartly attired student enhances the reputation of the University and the respect in which it is held with the outside world. Students are therefore expected to adhere to the following conditions and guidelines.

- Clothes must be well ironed, smart and neat.
- Sloppy, crumpled or provocative attire is not acceptable.
- Casual outfits like collarless shirts, denim shirts, slippers, sandals, tracksuits, track shoes, platform shoes, shorts are strictly not allowed.
- Students must, at all times, maintain the highest standard of personal hygiene and cleanliness.
- Students are strictly prohibited from dyeing their hair with colours.

Male students must not have long hair i.e. hair should not extend beyond the collar or the eyebrows. Female students are to dress modestly and discreetly at all times; see-through materials, low cut dresses, mini skirts and tight skirts are strictly prohibited.

- Students must wear their student ID card prominently, as soon as these are given to them, at all times. Students who fail to do so will be penalised. Students who have forgotten to bring their ID will be required to get a temporary ID from the reception (with a penalty payment). Students are responsible for the loss or damage of these tags and will have to pay a replacement charge for new tags. Students are advised to report to the administrative staff immediately should their nametags be lost, or they will be penalised as mentioned previously.

1.2 Attendance and Punctuality

Regular and punctual attendance is essential if good progress in employment later in a working environment, is to be achieved. Students are therefore expected to adhere to the following conditions and guidelines:

- Students, who fail to achieve 80% attendance without valid reasons, may be disqualified from the award.
- Attendance is compulsory and valid medical certificates or letters from parents/ guardians must support any absence from lectures, tutorials or practical. The supporting documents must be submitted to the Administrative Services Office within 5 (five) working days of such absences.
- Students are expected to abide by the hours of study set by LBEF. Lateness is strongly discouraged and any lateness will be duly noted. Lateness on three occasions will be equal to one absence.

1.3 Behaviour and General Conduct

LBEF students are constantly mixing with visiting faculties, guests and trainers from reputed Nepalese companies in the College. They must therefore project themselves as professionals.

Students are expected to be courteous and to behave with dignity and propriety at all times. Students found to be rude or behaving improperly may bring discredit and disrepute to LBEF. Such students are therefore liable for disciplinary action, that may include expulsion from the College. Students are expected to comply with all instructions given by the lecturing and/ or administrative staff. Failure to do so or any wilful disregard for such instructions amount to insubordination. This also warrants disciplinary action, that may include expulsion from the College.

LBEF takes a very serious view of plagiarism or cheating, whether during tests, examinations or while writing out programs to fulfil project requirements. LBEF also views all forms of cheating (non academic) very seriously. Such acts will lead to immediate disqualification of the student and other disciplinary actions may also be applied.

Smoking is strictly prohibited in all areas of the College premises and in all the surrounding public areas. Students who breach this rule will immediately be expelled from the College/University.

Vandalism is a public offence and is viewed very seriously. Students found guilty of willful destruction or damage of any property or asset of LBEF will face severe disciplinary action, that may include expulsion from the College. In addition, offenders are liable to make payment for any damage or loss of the

item, equipment etc.

Students are expected to speak clearly and politely at all times. Any obscene or abusive language used will attract severe disciplinary action.

Any form of gambling on the premises is strictly forbidden.

The use of illegal drugs and abuse of intoxicating substances on premises is strictly forbidden. Students found guilty will be liable for immediate expulsion from LBEF.

Students are prohibited from carrying any form of knife, blade etc. which could endanger life or damage furniture.

Students are notified to turn off their mobile devices and all other electronic gadgets during lectures.

Students should not leave the room during a lecture except with the agreement of the lecturer.

Lecture and syndicate rooms/chill out zones should be kept in a clean and orderly condition.

Students must abide by the law of country at all times.

1.4 Upkeep of LBEF Premises and Facilities

LBEF endeavors to provide a comfortable, conducive and professional environment for all its students. Thus, the College/University expects a high sense of responsibility from its students with regards to the upkeep of its physical premises. The College premises and the common area are under CCTV supervision and recorded for monitoring.

- Students are restricted to LBEF premises only and are not allowed to loiter around the other public areas. In the College premises, they may not enter any prohibited areas except when authorised by an administrative or lecturing staff.
- Students are expected to be considerate when using common facilities like toilets, lobby areas, corridors etc. Care should be taken to keep these areas clean and tidy.

Excessive noise and play foolery in these areas are strictly prohibited.

- Students are not allowed to receive visitors or telephone calls during class lectures or practical, except in cases of genuine emergencies.
- The Student Syndicate rooms/ Chill out zones are to be used for self-study, group project work and study discussions. Excessive noise and unruly activities are strictly prohibited in these rooms.
- Students found littering the premises (including all areas within and around the building of LBEF) are liable to be penalised. Where any particular room is found to be untidy or dirty, the group or team last using it shall be collectively liable. Also, no equipment or furnishing may be tampered with, removed from or moved within the classrooms or laboratories.
- No eating or drinking is allowed in the training areas, inclusive of corridors.
- Students wishing to remain on the premises to study or for discussions after classes may do so provided a member of the lecturing or administrative staff consents. LBEF is not obliged to open the premises

up for students after the normal hours of study.

- Any student found to be in possession of items belonging to another person without the permission of the owner (stealing) would be liable for disciplinary action.
- Any student who gets involved with activities leading to legal and police involvement will be liable for disciplinary action that may include expulsion from LBEF.
- Rules and regulations relating to the use of the library and the computer laboratories are dealt with separately.

1.5 Academic and Disciplinary Records

Discipline and the ability to follow regulations and instructions are essential ingredients in professional training. As such, the academic report at the end of the course will also contain details of a student's disciplinary record and level of conduct. Inevitably, a student's ability to adapt and thrive in actual working environment will not only be reflected by the grades received, but also by his/her disciplinary record.

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