

Norms for Computer Science Practical Subject (MCA, BCA and CIT) and Computer Lab

1. 75% attendance is compulsory for MCA, BCA and CIT Program.
2. Learners are required to prepare a separate lab report for each lab course. The Practical counselor should duly sign the lab report after each session.
3. Above norms are pre- requisite for taking the term – end practical examination in the respective lab courses.
4. Learners are required to Re-register for lab session and pay additional fee on following conditions:
 - If they fail to fulfill the prescribed attendance requirement.
 - Fail to submit Lab Report
 - Fail to appear for Term End Practical Examination in the current session of Registration.
 - Fail to complete the subject in the session they have initially registered for.
 - Need to Re-appear in case of unsuccessful completion of the subject in Term End Practical Examination.
 - In case of being ineligible to appear for Term End Practical Examination for non compliance of any of the prescribed University and Study Center norms.

Note: Learners falling under the above category require to fill up an additional form “For Completion of Previous Semester Practical Components” and paying an additional lab session charge of Rs. 2500 /- per subject and seek approval from Computer Lab In charge.

5. Learners are not allowed to complete any of the lab components separately in separate semester in order to be eligible for appearing in Term End Practical Examination.
6. Learners require to strictly follow the guidelines given in the Lab Manuals/Program Guide for respective lab courses.
7. Computer to learner ratio will be 1:2.

For further details/queries you are requested to contact Computer Lab In charge between 5:30 PM to 7:30 PM at the study center or email at it@ica.edu.np

Computer Lab In-Charge



Form for Completion of Previous Semester Practical Component:
 (CIT/BCA and MCA Program)

Indicate the Course Code of Previous Semester for which Practical Component is incomplete and intend to complete in.....Session.

Total fees:

No. of Subjects..... × NRs. 2500/- =.....

OFFICE USE ONLY

1. Details of fees paid:

- a) Receipt Number:
- b) Total Amount:
- c) Date of Payment:

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Signature of Accountant & Date:

2. Detail of Lab Facility Arrangement and Approval:

- a) Approved: Yes / No
- b) Attendance Maintained: Yes / No
- b) Routine Prepared: Yes / No
- c) Student Informed: Yes / No

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Signature of Computer Lab in Charge & Date: