



# INTEL

## BRIDGE COURSE

### 2023



## STUDENT HANDBOOK



# INTEL INSTITUTE

The Premier Institute in Nepal for Bridge Courses

[www.intelinstitute.com](http://www.intelinstitute.com)

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# STUDENT HANDBOOK

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# GENERAL INFORMATION

## Identity Cards

Students must **show their ID Cards** in order to enter INTEL premises. Furthermore, students must bring their ID Cards on *all days* of the Bridge Course as they would be required to show them to the staff, security or faculty *at any time*. The ID Card serves as a proof for a student validating his or her status as an INTEL student.

If these *photo identification cards (ID Cards)*, which are issued to all INTEL students, are lost, students are expected *to pay* for their immediate replacement. Photographs would also have to be given to the INTEL office by students who lose their ID Cards.

**NOTE:** If needed, students can use *the enrollment receipts* issued to them by the INTEL office in lieu of *the actual ID Cards* to enter their classrooms *just for the first week of classes after their admission*. It is the responsibility of the students themselves to **collect their ID Cards** from the office counter *within a week of their formal entry to classes*. Students must keep their identity cards carefully.

## Attendance & Punctuality

**Regular attendance** and **absolute punctuality** are of the highest importance. Except in *extraordinary circumstances*, permission should not be sought for leave of absence from INTEL Institute.

## Timing & Duration

Courses	Shift	Timing		
		Start	Break	End
Advanced Science Course	Morning Shift	6.30 am	8.30 – 8.45	9.45 am
	Day Shift	10.30 am	12.30 - 12.45	1.45 pm
	Afternoon Shift	2.00 pm	4.00 - 4.15	5.15 pm
A-Levels Bridge Course	Morning Shift	6.30 am	8.30 – 8.45	9.45 am
	Day Shift	10.30 am	12.30 - 12.45	1.45 pm
Advanced Management Course	Morning Shift	6.30 am	8.30 – 8.45	9.45 am
	Day Shift	10.30 am	12.30 - 12.45	1.45 pm
	Afternoon Shift	2.00 pm	4.00 - 4.15	5.15 pm
Entrance Preparation Course	Morning Shift	6.30 am 8.30 am	-	8.30 am 10.30 am
	Day Shift	10.30 am	-	12.30 pm
	Afternoon Shift	2.00 pm	-	4.00 pm

## Absence

**Daily attendance** by each student is vital for satisfactory progress, so parents or guardians must assume responsibility for regular student attendance. Parents or guardians may please contact 01-5343944/5349090 (from 06:00 to 18:00 hours on all the seven days of the week) to report or to make queries about student absence, or, if necessary, late arrival.

The Admin Officer, INTEL, can give permission for **leave of absence** to any student for any importantly genuine reason.

Absence due to actual **illness** needs to be certified by the concerned parents or guardians in writing.

## Late Entry

As a rule, students *MUST* come on time.

In case of coming late for reasons beyond their control, latecomers would need to enter such details in the LATE ENTRY REGISTER.

## Routine

Our class routines are set weekly according to the required allocation of hours for each subject taught during the week as a part of *our overall plan*.

*STUDY PLAN TIP:* *The allocation of the total number of hours to each course of study is provided to students at the time of their admission. Students should maintain personal records about how many hours of instruction they need to attend according to the allocation.*

# Tests & Exams

## Class Tests

Regular Class Tests are a key feature of the INTEL Bridge Course. The format of each Test is based on the topics covered in each subject. The duration of each Test is 1 hour.

## Scholarship Tests

INTEL Institute holds four Scholarship Tests over a period of four weeks from the commencement of the Bridge Course. The test questions relate to prescribed norms in English, Science, Mathematics, and GK. Sample questions for these tests can be collected from the INTEL office. Information about the exciting Scholarship Tests is given below:

Scholarship Tests	I	II	III	IV
Day & Date	Wednesday, 12 April 2023 (Chaitra 29, 2079)	Saturday, 15 April 2023 (Baishakh 02, 2080)	Saturday, 22 April 2023 (Baishakh 9, 2080)	Saturday, 29 April 2023 (Baishakh 16, 2080)
Duration & Time	Timings will be conveyed to students by the INTEL Office.			
Format of the Test	Objective Questions relating to expected standards in <b>Science, Mathematics, English</b> and <b>GK</b> for SEE students. <i>Sample questions for the Scholarship Tests can be collected from the INTEL office.</i>			
Eligibility	Enrolled Bridge Course students can appear only in <b><u>any one of these Scholarship Tests</u></b> for which they must <u>clearly</u> indicate their choice at the time of their registration.			



Scholarships are awarded to the top five rankers in *each* of these Scholarship Tests. Results shall be announced within a week of each Test.

Rank	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Scholarship Description</b>	<b>100%</b> Fee waiver	<b>80%</b> Fee waiver	<b>60%</b> Fee waiver	<b>40%</b> Fee waiver	<b>25%</b> Fee waiver

The Scholarship awardees need to collect the amount of the fee waiver due from the INTEL Office.

## Model Tests

INTEL Institute holds **Model Tests** each Saturday. These Tests are compulsory.

Model Test	1	2	3	4	5	6	7	8
<b>Dates</b>	6 May (Baishakh 23)	13 May (Baishakh 30)	20 May (Jestha 6)	27 May (Jestha 13)	3 June (Jestha 20)	10 June (Jestha 27)	17 June (Ashad 2)	24 June (Ashad 9)
<b>Duration &amp; Time</b>	1.30 hours Timings will be conveyed to students by the INTEL Office.							
<b>Format of the Tests</b>	Objective Questions relating to expected standards for SEE students in English, Science, Mathematics, & GK for <b>ASC, EP, &amp; A-Levels</b> and Mathematics, English, Accounts, Economics and Business Studies for <b>AMC</b> . <i>Sample questions for these tests can be collected from the INTEL office.</i>							

## **Format of the Model Tests**

The Test questions are based on *frequently asked questions* and topics covered in the actual entrance tests over a number of years. Questions - basically objective questions - are set keeping in mind the latest trends and the probable questions for upcoming entrance exams. These questions cover Science, Mathematics, and English. The Model Tests contain typical questions (needing the best possible answers); our questions are based on current general patterns and specific testing points relating to all relevant areas of examination strategy - paper-setting, questioning, answering, and marking.

## **Prizes**

We offer CASH PRIZES to the top ten meritorious students of each INTEL Saturday Model Test.

These PRIZES fully motivate our students to study even harder during the Bridge Course and greatly encourage them to strive for recognition by dedicated hard work and to toil for excellence by practicing constantly.

By fostering healthy and result-oriented competition in an appropriate academic setting, these PRIZES strengthen the foundational knowledge of our students, hone their educational skills, build up their self-confidence, and, eventually, help them to compete most effectively in the real Entrance Exams.

## **Final Examination**

The **Final Examination** for the Bridge Course will be held at the end of the Bridge Course. The questions will be based on topics taught and the Model Tests during the Course.

INTEL Institute students who secure the first, second, and third positions in this **Final Examination** will be awarded cash prizes.

## **Results & Evaluation**

Model Test results are declared weekly.

Our teachers carefully explain answers to these Model Test Questions in the classes.

*We encourage students to ask questions, clear their confusion, and discuss relevant topics with the concerned teachers.*

# PERFORMANCE

## Study Materials

The Bridge Course study materials are simple, precise, and practical. They are used by students – average, good, excellent – with great benefit. These excellent study materials, freely distributed to our students, are continually revised and meticulously updated by our experts before every session.

These excellent study materials are distributed to our students FREE OF COST.

## Homework

To **achieve their best**, students must develop sound home-study habits, particularly the ability to organize themselves well and work without supervision.

As a general rule, Bridge Course students need to complete **at least 2 to 3 hours of homework per day**. A student has to allocate time each day according to a plan he or she must make whereby all given homework is invariably completed plus some extra study is definitely undertaken.

The INTEL faculty **checks homework** regularly, explaining points needing clarification, in the classrooms.

Parents or Guardians *ought to* **monitor their children's or wards' studies** to ensure the completion of the given homework at home, especially during the pre-exam preparatory period.

## **Counseling**

We provide proper guidance and timely counseling to students who wish to advance their academic careers in the best Science and Management colleges. Today, as a consequence of INTEL's contribution, a large number of our students are studying at St. Xavier's Campus, Budhanilkantha School, SOS, and other Reputed colleges.

We also provide regular counseling services to our students who appear in the admission tests and interviews conducted by such acclaimed colleges and higher secondary schools. We also guide them how to apply for and to obtain scholarships under different schemes floated by different collegiate institutions.

We counsel our students to clarify matters connected with higher education, targeted admissions, gainful scholarships, and even career pathways.

## **Personality Development**

Our students greatly enjoy the Personality Development Program coupled with exhaustive Career Counseling as an additional exclusive feature of the Bridge Course. Devised by educators, psychologists, and associated professionals of acclaim, these lectures and activities prove tremendously beneficial to our students.

The Program dwells chiefly on areas closely related to the personality development of INTEL students with a view to enhance their educational proficiency. These areas cover personal grooming and hygiene, good manners, mobile etiquette, overcoming laziness, time management, acquiring fine qualities, and goal-setting.

# INTELLESCOPE

## **Magnifying Innovation**

INTELLESCOPE, the INTEL Bridge Course Magazine, an important extracurricular activity, is another feature which helps largely in the academic development of our students.

Such creative writing, compilation, and publishing promote the scholastic abilities and the creativity of our young, keen students. The sort of editorial work necessitated by this semi-literary venture inculcates critical appreciation, team spirit, youth leadership, and managerial skills.

Notably, this magazine informs students about available academic and career opportunities.

## **Contests**

The Institute believes that curricular performance is encouraged and accelerated by carefully monitored complementary co-curricular and extracurricular activities. Accordingly, we organize the following CONTESTS:

- **Essay Contests:** English and Nepali
- **Sports:** Table Tennis and Basketball
- **Game:** Chess

# CONDUCT

## Code of Conduct

The **INTEL Code of Conduct** based on ***strict discipline*** comprises the following **Responsibilities** which allow students to learn and teachers to teach:

### Responsibilities

- Be polite.
- Behave in a dignified manner.
- Be truthful, laborious, and reliable.
- Respect differences - talent, ethnicity, race, or gender.
- Meet classroom expectations, contribute to classroom learning, and never be disruptive.
- Exhibit mature behavior and protect institutional or other students' property.
- Look after the environment of INTEL by not littering or spitting or vandalizing its property.
- Promote INTEL positively.

### Students' Rights

All students have **special rights** which help them achieve well in peace. These include following rights:

- To be happy.
- To be well-treated.
- To learn and interact.
- To be treated as *special* individuals.
- To be proud of achieving.
- To live in a pleasant, egalitarian, well-ordered environment.
- To be safe from harm — bullying and harassment.

INTEL ensures that everything is done to protect these rights of its students by making all its work student-centered.

## Discipline

Discipline is the bedrock of social, institutional, and individual excellence. Living ethically and contributing positively to society - people or institutions - demands self-discipline, self-respect, and respect for the rights and property of others.

The high standards of attitude and behavior along with personal appearance which students of INTEL Institute are expected to maintain within the Institute and in society assist them to develop themselves greatly despite their short stay with us.

*Notwithstanding the high expectations we have from our students, the consequences for **breaking our rules** are proportionate to the nature and seriousness of the misdemeanor and are invariably administered carefully and justly without delay.*

## Suspension or Expulsion

It may be necessary under *extremely serious conditions* for parents or guardians to be asked to remove their wards from INTEL for a limited period, or even permanently. This step is taken only as *a last resort* and after the deepest consideration.

Only the Program Coordinator, INTEL Bridge Course, can *remove* or *expel* a student. The **Administrator** INTEL can authorize *suspension*, where necessary.



## Smoking, Drinking Alcohol, or Consuming Drugs

Any Bridge Course student who uses tobacco or alcohol (or is under the influence of alcohol) while at INTEL, or makes such banned material available for use by other INTEL Institute students *will be suspended, or even expelled.*

***INTEL has a zero-tolerance policy about smoking, drinking, and drug consumption.*** Acceptance of this policy by parents, guardians and students is a prerequisite for enrolment at our institute.

## Dress & Grooming

The purpose of the **Student Dress & Grooming Guidelines** is to foster a focused learning environment without any distraction with particular emphasis on cleanliness, neatness, modesty, and self-respect. Students are expected to adhere to these guidelines in letter and spirit for their own benefit.

### Guidelines

- Male students must wear their hair well-trimmed. Ladies should refrain from outlandish hairstyles.
- Clothes must be clean, neat, and free of rips, tears or fraying.
- Clothes, especially T-Shirts, should not be gaudy or bear improper designs or text.
- Clothing must not be excessively tight or excessively baggy.

## General Rules & Regulations

INTEL Institute maintains strict Rules & Regulations relating to academics, time management, and discipline. They apply to ALL enrolled students at INTEL.

1. Students have to **attend** classes regularly and punctually in decent **attire**.
2. Students must maintain strict **discipline** inside the classrooms, within INTEL premises, and while traveling to and fro INTEL.
3. Students need to use absolutely **correct language** and to **behave perfectly**.
4. Students are required to maintain **total silence** in the corridors outside their classrooms and elsewhere in the INTEL building.
5. Students should not make **undue noise** or indulge in **unruly** or **unbecoming behavior** during the class breaks or while waiting for their teachers for the next classes.

## Exam Instructions

1. Reach the Exam Room in time.
2. Take your ID Card with you.
3. Bring your own stationery (such as pen, graph paper, and instruments box).
4. Keep your personal belongings (such as bags and books) in the marked area.
5. Sit on your given seats.
6. Ensure mobile phones, and any other electronic devices are switched off. Any candidate who does not switch off his or her cell phone or who uses such devices will be disqualified.
7. Write your Name and ID Number on the sheets provided.

8. Choose the best possible answer and cross mark it.
9. Use the separate copy provided for rough work.
10. Maintain total silence.
11. You must NOT
  - Impersonate another INTEL student or allow another student (or person) impersonate you.
  - Attempt to cheat, copy the work of another candidate, or disrupt the Test.
  - Talk to or disturb other candidates in the exam hall, especially once the examination has started.
  - Smoke, eat, or drink in the examination room.
  - Remove any materials used during the examination.
  - Leave your seat or the Exam Room without the consent of the Invigilator.
12. Raise your hands for any help in case of submitting answer copies, going to the rest room, drinking water or sickness.
13. Leave the Exam Room only after your answer copies are collected.
14. Please don't re-enter the Exam Room once you've exited.

# MISCELLANY

## Parental Involvement

We encourage, and invite, parents and guardians to visit INTEL regularly to see the progress reports of their sons, daughters, or wards. Parents or guardians who spend time at home on supervising educational activities help students to achieve more in school than others.

We request parents and guardians, consequently, to become actively involved in the academic, social, and general development of their sons, daughters or wards, and to communicate with the Institute about matters of mutual interest or concern.

## Certificates

INTEL Institute awards ***Certificates of Completion*** to all its students who have successfully completed the Bridge Course. These Certificates are handed out in the Certificate Distribution Ceremony after the completion of the Course (including the mandatory Final Examination). INTEL also awards Certificates of Commendation to achievers during the Course.

## Parking

INTEL provides motorcycle, biped, or bicycle parking for its students. *Cars, or other four-wheelers, need to be parked elsewhere.*

Parking should only be in the designated parking areas and the transport used should be properly locked when parked. Helmets should be deposited at the relevant counter and NOT taken to the classrooms as they crowd working space there.

## **RULES**

- Students using motorcycles **MUST** have valid driving licenses.
- Riders shouldn't blow horns, or tinkle bells, in or near INTEL premises.
- Motorcycles should be started only outside the parking lots.

## **Change of Course or Class**

We clearly specify each student's Course, section, and timing at the time of his or her enrollment.

We advise each student to be fully sure about his or her Course, section, and timing (shift) before actually commencing the Course.

In case of any required change of the Course, class, section, or timing, please take proper advice and due permission from our staff.

## **Food & Beverages**

Students are **NOT** allowed to bring foodstuff or snacks to INTEL. Chewing gum is **NOT** permitted inside our premises.

While beverages aren't provided or allowed to be brought inside INTEL, we provide **FREE** pure drinking water [*EUROGUARD* filtered]. *Drinking water is available just outside all classrooms at all times.*

## **Lost & Found Items**

Lost items which are found in classrooms or in other areas of INTEL buildings **must** be deposited as soon as possible at the Reception.

The loss (or theft) of any item must be **reported** immediately to the staff at the Reception.

Students ***need to*** look after their personal belongings themselves. They ***should not*** carry large sums of money or wear expensive jewelry or watches or carry precious devices.

INTEL Institute assumes no responsibility for lost or stolen items.

## **Complaints & Feedback**

If there is any problem during the Bridge Course or after the Course, a student or his or her parents or guardians can contact the INTEL Office.

We *request* students, parents, and guardians to give us their valuable frank feedback as often as they wish for this will certainly help the Institute to plan better and to improve its performance for the benefit of its students.

**Thank You  
One & All!**

# Key Dates

## Scholarship Tests

Tests	I	II	III	IV
Day & Date	Wednesday, 12 April 2023 (Chaitra 29, 2079)	Saturday, 15 April 2023 (Baishakh 02, 2080)	Saturday, 22 April 2023 (Baishakh 9, 2080)	Saturday, 29 April 2023 (Baishakh 16,2080)

## Model Tests

Model Test	1	2	3	4	5	6	7	8
Dates	6 May (Baishakh 23)	13 May (Baishakh 30)	20 May (Jestha 6)	27 May (Jestha13)	3 June (Jestha 20)	10 June (Jestha 27)	17 June (Ashad 2)	24 June (Ashad 9)

## Final Examination

The date shall be intimated later during the course.

## Events & Activities

### INTELLESCOPE

Submission of names of interested students for Editorial Team:

Baisakh 28, 2080 (11th May, 2023)

Last date for submission of articles:

Jestha 14, 2080 (28th May, 2023)

### Essay Contests (English and Nepali)

Date of Contest/s: Jestha 20, 2080 (3rd June, 2023)

Timing: 10am for English, 11am for Nepali

### Games & Sports

Table Tennis, Basketball & Chess (Males/Females)

Date: Jestha 27, 2080 (10th June, 2023)

### Holidays

Baishakh 1, 2080 (14th April 2023)

**Note:** Key Dates, especially the list of holidays, are subject to change with or without notice according to prevalent circumstances except for Model Tests.