

Tribhuvan University
Faculty of Management
Office of the Dean
Kirtipur

Guidelines for Conducting
Statistics (Lab) Practical Examination for BBA/BIM/BBM 3rd semester students
Computer and Information Technology - BTM - 1st Semester students

1. Objective

To ensure the smooth, fair, and efficient conduct of the Lab Practical Examination for BBA/BIM/BBM/BTMM students with appropriate infrastructure and technical support.

2. Pre-Examination Preparations

2.1. Lab Setup

Each lab should have:

- at least one functional printer with sufficient ink and paper.
- at least one lab technician assigned to assist with technical issues.
- computers with **MS Office-13** installed and tested in advance.
- power backup facility (UPS / Inverter / Generator) to handle power interruptions.

2.2. System Configuration

Ensure all computers:

- are virus-free.
- have a uniform folder structure for saving and submitting work.

2.3. Seating Arrangement

- All the students must sit in computer as assigned by exam committee of the respective college. The college exam committee should arrange the sit planning according to computer number.
- allocate seats to avoid sharing of systems.
- maintain adequate distance between students to prevent unethical exam practices.
- make sure two sets of questions are distributed subsequently to alternate student

3. Staff Allocation and Responsibility

- Lab In-charge / Supervisor (at least 1 per lab): To oversee the overall functioning of the exam in each lab.
- Lab Technician (at least 1 per lab): To provide immediate support for hardware/software/printer issues.
- Invigilators (as per requirement): To monitor student activities and maintain discipline.
- The assigned staff shall be responsible for printing the tasks submitted by students and ensuring that each document is duly signed by the respective student.
- The assigned staff shall be responsible for sharing folders within the network environment for saving and printing student work, and for copying documents to a pen drive from respective devices for the same purpose when a network environment is not available.

4. Conduct of Examination

4.1. Instructions to Students

- Report at least 30 minutes before the scheduled time.
- Bring a valid exam admit card.
- Save your work in the designated folder with YourName_ExamRollNumber as the filename.
- All printed documents must have the student's name; exam roll number and student signature.
- If required take assistance from Lab technicians.

4.2. Time Management

- The practical exam should be for Two hours duration for the new course and One hour duration for the old course (Back).
- Ensure timely printing and submission of outputs

5. Post-Examination Procedures

- Collect and verify printed outputs.
- The question paper must be attached with the answer sheet of the respective student.
- Ensure all soft copies are saved and backed up.
- The lab in charge must submit a report on any technical issues encountered during the exam.
- Ensure all printed answer sheets are signed by superintendent / authorized person

- Securely store all printed answer sheets and forward them to the Examination Controller Division, Faculty of Management for evaluation.
- Copy all the soft copies to a pen drive according to shift and submit it to the Examination Controller Division, Faculty of Management

6. Safety and Ethical Conduct

- Prohibit the use of mobile phones and external storage devices.
- Maintain a log of all technical incidents.

7. Attendance

The format of attendance should be as follows:

Faculty of Management
Office of the Dean
Practical Exam Attendance Sheet - July 2025

Name of the Center:

Name of the College:

Subject with code:

Program:

Semester:

Lab No.:

Date:

Shift:

S. N.	Exam Roll No.	Name of the Student	Question Set No.	Computer No.	Signature	Remarks
1						
2						
3						

8. Contingency Planning

- Keep spare printers, computers and stationery
- Maintain backup systems in case of computer failures.
- Ensure lab technicians are trained for quick troubleshooting.