كليـة ولجات للعلوم التطبيقية
WALJAT COLLEGE OF APPLIED SCIENCES

WCAS

In Academic Partnership with
BIRLA INSTITUTE OF TECHNOLOGY

STUDENT GUIDE
2012 - 2013

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Waljat College of Applied Sciences
PO Box 197, PC 124 Rusayl
Knowledge Oasis Muscat
Sultanate of Oman

www.waljatcollege.edu.om

Vision

Our vision is to impart affordable high quality professional education and to become a centre of academic excellence that is a preferred choice of talented students.

Mission

WCAS will contribute significantly through academic and allied activities that develop knowledgeable and socially responsible persons.

Values

Defining Principles

Accountability	Equality	Open-mindedness
Excellence	Innovation	Teamwork

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His Majesty Sultan Qaboos Bin Said
Sultan of Sultanate of Oman

"We live in an age of science and education. Education and work are our only means of progress and development within the context of our Islamic civilization "

Founder's Message

Waljat College of Applied Sciences ("WCAS") was founded in 2001, pursuant to the wise vision of His Majesty Sultan Qaboos Bin Said, Sultan of Oman and his government to build an educational platform with high international academic standards. It is based on our belief in the importance of education for the Sultanate's development. WCAS, thus adds a landmark on the path of education in Oman, specializing in engineering, IT and business administration.

WCAS seeks to achieve several important objectives- high quality educational programs to ensure that our graduates get employment opportunities, and assist them in building their and the Sultanate's future. To achieve this, we adopted academic programs consistent with the developments around the world, focusing on the significance of academic research and practical laboratory work.

To achieve these objectives and provide honest translation to such approach, WCAS created academic partnership with the Birla Institute of Technology, Ranchi, India – one of the most respected universities, specializing in information Technology and Engineering in the Indian sub-continent. Such academic cooperation will definitely improve the quality of our academic programs, and enrich our intellect and knowledge.

Since our early days we have made sure that the students receive all the educational facilities, including classrooms and various laboratories, equipped with the latest tools and technology. This is to create suitable learning environment that will upgrade the students' potential and perform their duties. By God's grace, WCAS managed to attract large number of students, Omanis and expatriates. Many of WCAS graduates have earned prominent positions in very well known organizations.

In conclusion, I would like to convey my appreciation to all involved in this academic landmark and encourage them to continue their sincere efforts. I also encourage the students to make their best efforts to benefit from the facilities provided by WCAS. Wishing you all success in your academic and employment endeavours.

May God grant us the continuity of service to this great nation, and our glorious Sultan.

Dr. Omar Abdul Muniem Al Zawawi

Dean's Message

A warm welcome to you on joining the academic family at Waljat College of Applied Sciences!

I take this opportunity to congratulate you and your parents on taking this important decision to shape your future. Your enrollment at WCAS would ensure over- all quality education with a difference - intense and in depth exposure to academic curriculum, participation in variety of student activities, development of unique soft skills, exposure to the best practices in teaching and learning, interaction with students coming from different social and cultural backgrounds besides inculcation of social and professional values which will keep you distinguished and distinct from the rest.

The Student Guide of the year has been designed with a view to apprise you about our vision, mission, academic programs, student activities, academic requirements, facilities and services available and other salient features which may be of importance to you, at a glance. I hope it will effectively serve its purpose and should you require any additional information, explanation or clarification, please feel free to approach us.

WCAS, founded, nurtured and guided by H.E. Dr. Omar Al-Zawawi, has achieved a prominent position amongst institutions of higher learning in the fields of Engineering, Science, Computer Application, Information Technology and Management, in Oman. In a period of eleven years, it has established an impressive infrastructure, specialized laboratories, a modern library, advanced computer centers, novel research initiatives and excellent co-curricular facilities. Our academic programs in collaboration with Birla Institute of Technology, India are of high quality and standard and we strive to prepare our graduates to accept any position in their chosen field of study and perform distinctly. Our academic programs are periodically up-dated to incorporate the recent advancements in respective fields.

The highly qualified, experienced and proficient faculty at WCAS offers course curricula using best teaching methodologies and practical experience to support theoretical knowledge in well developed laboratories. Industrial training and corporate exposure is the integrated feature of our programs. The programs are also ably and actively supported by officers, staff and others committed in pursuit of offering the best over -all experience to you during your period of study. The medium of instruction is English to facilitate broader assimilation of knowledge and skills and also to open global opportunities for our students.

I sincerely wish you an enjoyable and rich learning experience here and best of luck for all your future endeavors.

Prof. Mohan Varma

1. COLLEGE MISSION

WCAS will contribute significantly through academic and allied activities that develop knowledgeable and socially responsible persons.

College objectives:

To achieve objectives of the college, the management has been directed to continue their efforts in order to transform the college into a unique academic institution. Most important objectives are:

- Provide affordable high quality academic and vocational education.
- Develop students' academic, scientific and cultural potential.
- Invest in education consistent with the Government's directive for the private sector to play its role in the comprehensive development process in Oman.
- Educate the employees of the public and private sectors through evening study programs.
- Enable the students to discover their potential and achieve maximum benefit from the educational opportunities provided by the college to develop their potential.
- Provide university education to all and in the specializations required for the development plans.
- Organize higher education and scientific research programs in specialties required for holistic development.

Features:

- Academic partnership with Birla Institute of Technology, India, a renowned university.
- Multi-discipline platform conforming to International standards.
- Internationally recognized certificates, diplomas and degrees.
- Finest facilities and infrastructure provided for learning.
- Availability of a dedicated Placement Cell assisting students to get hands-on job training while studying and obtaining employment in the fields of their specialization.
- Job oriented training provided by a group of competent in-house staff.
- High quality is maintained by the college in tune with recommendations of the department of Quality Assurance.
- Excellent academic reputation with highly qualified, experienced and dedicated faculty and a world–class environment that supports education.
- Student and staff of different nationalities and cultural background.
- Medium of instructions is English.

Working hours:

Classes are conducted five days a week - Saturday to Wednesday from 9.00 am to 5.00 pm. Academic and administrative staffs are on duty on all working days from 8.30 am to 5.00 pm.

2. ACADEMIC PROGRAMMES

Academic activities are divided into theory and practical. The theory activities include the main concepts, ideas and technologies mentioned in the reference books and open literature with about 45 lectures in the semester, to enable the students to gain one accredited academic unit, provided that the attendance and evaluation requirements herein are fulfilled.

The practical activities are covered through workshops, experiments, designs, exercises, projects and other academic works to train the students on the practice, repeated usage and manual experiments.

Academic year plan:

ACADEMIC YEAR PLAN FOUNDATION COURSES (HOURS/WEEK)						
No.	Semester	BE EC	BE CS	BE Bio Tech	BBA	BCA
1	1st Semester	Theory 24 hours and practical 4 hours.	Theory 24 hours and practical 4 hours.	Theory 24 hours and practical 4 hours.	Theory 24 hours and practical 4 hours.	Theory 24 hours and practical 4 hours.
2	2nd Semester	Theory 26 hours and practical 4 hours.	Theory 26 hours and practical 4 hours.	Theory 26 hours and practical 4 hours.	Theory 26 hours and practical 4 hours.	Theory 26 hours and practical 4 hours.

No.	Program	1st	2nd	3rd	4th	5th	6th	7th	8th
		(ACADEMIC YEAR PLAN – HOURS/WEEK) Semester							
1	BE Bio Tech	Theory 15 hrs Lab. 13 hrs.	Theory 15 hrs Lab. 13 hrs.	Theory 18 hrs Lab. 10 hrs.	Theory 18 hrs Lab. 10 hrs.	Theory 18 hrs Lab. 8 hrs.	Theory 18 hrs Lab. 6 hrs. Project 2 hrs.	Theory 18 hrs Lab. 6 hrs. Project 2 hrs.	Theory 18 hrs Lab. 4 hrs. Project 3 hrs.
2	BE CS	Theory 15 hrs Lab. 13 hrs.	Theory 15 hrs Lab. 13 hrs.	Theory 18 hrs Lab. 10 hrs.	Theory 18 hrs Lab. 10 hrs.	Theory 18 hrs Lab. 8 hrs.	Theory 18 hrs Lab. 8 hrs.	Theory 18 hrs Lab. 6 hrs. Project 2 hrs.	Theory 18 hrs Lab. 4 hrs. Project 3 hrs.
3	BE EC	Theory 15 hrs Lab. 13 hrs.	Theory 15 hrs. Lab. 13 hrs.	Theory 18 hrs. Lab. 10 hrs.	Theory 18 hrs. Lab. 10 hrs.	Theory 21 hrs. Lab. 8 hrs.	Theory 18 hrs Lab. 8 hrs.	Theory 18 hrs Lab. 4 hrs. Project 3 hrs.	Theory 18 hrs Lab. 4 hrs. Project 3 hrs.
4	BBA	Theory 18 hrs Lab. 3 hrs.	Theory 15 hrs.	Theory 12 hrs. Lab. 3 hrs.	Theory 12 hrs. Lab. 3 hrs.	Theory 12 hrs. Lab. 3 hrs.	Theory 9 hrs. Lab. 3 hrs. Project 3 hrs.	Theory 12 hrs. Project 3 hrs.	Theory 15 hrs.
5	BBA (FT)*	Theory 18 hrs Lab. 3 hrs.	Theory 18 hrs. Lab. 3 hrs.	Theory 18 hrs. Lab. 3 hrs.	Theory 18 hrs. Lab. 3 hrs.	Theory 15 hrs. Lab. 3 hrs. Project 3 hrs.	Theory 18 hrs. Project 3 hrs.		
6	BCA	Theory 15 hrs Lab. 8 hrs.	Theory 9 hrs Lab. 8 hrs.	Theory 9 hrs. Lab. 8 hrs.	Theory 12 hrs Lab. 4 hrs.	Theory 12 hrs Lab. 4 hrs.	Theory 12 hrs Lab. 4 hrs.	Theory 12 hrs Lab. 4 hrs.	Theory 9 hrs. Project 8 hrs.
7	BCA (FT)*	Theory 15 hrs Lab. 8 hrs.	Theory 15 hrs Lab. 8 hrs.	Theory 15 hrs Lab. 8 hrs.	Theory 15 hrs Lab. 8 hrs.	Theory 15 hrs Lab. 8 hrs.	Theory 15 hrs Project 8 hrs.		
8	MBA	Theory 21 hrs.	Theory 18 hrs. Lab. 4 hrs.	Theory 21 hrs.	Theory 21 hrs.				
9	EMBA	Theory 18 hrs.	Theory 18 hrs.	Theory 15 hrs. Lab. 3 hrs.	Theory 12 hrs. Lab. 6 hrs.				

In BBA and BCA full time programs eligible students can avail fast track option and complete the course in 3 years. The students who pass all the subjects in first semester with good grades will only be permitted to register for the fast track option.

Academic program – Full time - Exit Plan:

No.	Majors	Studying Period	Certificate awarded on exit at successful completion of specified academic units. (Duration with normal academic load)			
			Certificate	Diploma	Advanced Diploma	Bachelor Degree
1	BE (Computer Science)	4 Years (66 Units)	17 Units (1 Year)	34 Units (2 Years)	50 Units (3 Years)	66 Units (4 Years)
2	BE (Electronics & Communication Engineering)	4 Years (66 Units)	17 Units (1 Year)	34 Units (2 Years)	50 Units (3 Years)	66 Units (4 Years)
3	BE (Biotechnology)	4 Years (66 Units)				66 Units (4 Years)
4	Bachelor of Computer Applications	4 Years (42 Units)		28 Units (2.5 Years)		42 Units (4 Years)
5	Bachelor of Computer Applications (Fast Track)	3 Years (42 Units)		28 Units (2 Years)		42 Units (3 Years)
6	Bachelor of Business Administration	4 Years (42 Units)		28 Units (2.5 Years)		42 Units (4 Years)
7	Bachelor of Business Administration (Fast Track)	3 Years (42 Units)		28 Units (2 Years)		42 Units (3 Years)
8	Master of Business Administration	2 Years (28 Units)	Master of Business Administration			

Maximum study period - Full time:

- Students must complete their Bachelor degree program in Engineering in maximum of seven years (14 academic semesters) with the exception of the foundation year provided that all other academic requirements are fulfilled during this period.
- Students must complete the Bachelor degree program in Computer Applications and Business Administration in maximum of six years (12 academic semesters) with the exception of the foundation year, provided that all other academic requirements are fulfilled during this period.
- Students must complete MBA program in maximum of 4 years (8 academic semesters).

Academic program – Part time - Exit Plan:

No.	Majors	Studying Period	Certificate awarded on exit at successful completion of specified academic units. (Duration with normal academic load)	
			Diploma	Bachelor Degree
1	Bachelor of Computer Applications	Four and half years	28 Units (3 Years)	42 Units (Four and half years)
2	Bachelor of Business Administration	Four and half years	28 Units (3 Years)	42 Units (Four and half years)
3	Bachelor of Business Administration (Fast Track)	Three years with summer courses	28 Units (2 Years)	42 Units (3 years)
4	Executive Master of Business Administration	2 Years (24 Units)	Executive Master of Business Administration	

Maximum academic period – Part time:
- Student must complete any of the above-mentioned bachelor programs in maximum of nine years (18 academic semesters) with the exception of the foundation year, provided that all other academic requirements are fulfilled during this period.
- The maximum duration of completion for EMBA program is 4 years (8 academic semesters).

3. ADMISSION REQUIREMENTS AND REGISTRATION PROCESS

Registration office:
Admission and registration office at Waljat College of Applied Sciences remains open for new admissions during the months of June to August every year. The academic session normally commences from the first working day of September each year.

Application form:
The application form and instruction manual can be obtained from the admission and registration section. Interested candidate must submit the duly filled in application form along with the requisite documents and a non-refundable registration fee of OMR 25.000.

The last date of submission of the application can be noted from our website. The application form and all other related forms can also be downloaded from our website www.waljatcollege.edu.om.

Fee details:

No.	Course	Annual tuition fee in OMR	Security deposit in OMR
1	Foundation Program (all courses)	1500.00	Depending upon the course the candidate has taken admission.
2	EMBA	2200.000	200.000
3	MBA	2500.000	200.000
4	BBA Full Time	1570.000	100.000
5	BCA Full Time	1570.000	100.000
6	BE (ECE, CS, Bio Tech.)	2000.000	200.000
7	BBA Part Time	1570.000	100.000
8	BCA Part Time	1570.000	100.000

Candidate has to deposit the security fee at the time of admission. In case of loss or damage to any of the books/materials, the cost shall be deducted from the security deposit. The security deposit shall be refunded in full in case if there is no damage affected to the college utilities.

Refund rules for fee in case of leaving the college or suspending study:

No.	Period of affiliation	Refund
1	Not attended any class	90%
2	First month of study	75%
3	Second month of study	50%
4	After two months or more of study	NIL

Fee structure for reappearing in the subject:

Student shall not pay any fee if he/she is re-appearing in the subject for the first time. Fee structure for re-appearing second time onwards in a subject will be charged as per the details given below:

No.	Period of affiliation	Fee per subject
1	BBA with attending classes	OMR 75.000
2	BCA with attending classes	OMR 110.000
3	BE with attending classes	OMR 125.000
4	Only for reappearing the examination and NOT attending any class	OMR 15.000

Eligibility criteria for admission to Bachelor Programs:
- For full time Bachelor programs the maximum age limit for the candidate is 21 years as on 1st September of the year of admission & 25 years for Omanis.
- High school students (12th Standard or any equivalent certificate as approved by the Ministry of Higher Education, Sultanate of Oman) with an average of 55% marks or more in the science section may join the college for Engineering specializations provided that the Candidates must have passed in English, Physics, Mathematics and other 2 subjects in Class 12 / equivalent qualifying examination.
- Candidates seeking admission in Bachelor of Business Administration should have minimum 50% in aggregate at 12th Standard or any equivalent certificate examination.
- For Bachelor of Computer Application course the candidates must have secured minimum 50% in aggregate at 12th Standard or any equivalent certificate examination. The candidate must have passed Mathematics or Computer Informatics or Computer Application.

No.	Entry level	Examinations	Required average
1	Directly into the major	Passing IELTS exam	Band 6 to 9
2	Foundation year Level 2	Level Exam	Band 5 to 6
3	Foundation year Level 1	Level Exam	Band 3 to 4.5

Note: Students having a score less than 3 will not be accepted.

Eligibility for admission to Master's Programs:
- Full Time Bachelor's degree with minimum 50% marks in aggregate.
- For Executive MBA program the candidate must produce No Objection Letter from his/her employer.
- The candidate must have minimum TWO years of work experience for EMBA program.
- The admission to MBA/EMBA courses will be confirmed only after the application is approved by the Ministry of Higher Education, Sultanate of Oman. They should submit their original Bachelor's Degree and Final Mark sheet along with photocopies for approval from the Ministry of Higher Education.

Entrance Examination:
- Entrance examinations are conducted two times in a year.
- January - February: for admission to Foundation level 2 scheduled to commence from February.
- June- August: for admission to session commencing from the month of September.
- Candidates meeting the minimum eligibility criteria and desiring to take admission in Foundation programs need not appear in the entrance test.
- The details regarding test can be noted from our website.
- Candidates with valid CBSE-AIEEE or equivalent engineering entrance examination scores may be exempted from the entrance test for Bachelor level programs.
- The students who have completed the requirements of the Foundation Programme successfully at WCAS are exempted from entrance test.
- Candidates with valid GMAT/CAT/MAT or equivalent scores may be exempted from the entrance test for MBA/EMBA courses.

No.	Major	Subjects for Entrance Tests
1	Engineering (Biotechnology, Computer Science & Electronics and Communication Engineering)	English – Chemistry – Physics – Mathematics
2	Computer Applications	English – Mathematics
3	Business Administration	English
4	MBA/EMBA	Numerical Aptitude and English

Documents required for registration:
- Original document along with a copy of all mark sheets and certificates from secondary school [10th, 12th, Bachelor Level (for postgraduate program) etc.].
- One copy of ID and passport of student and parent/ guardian.
- Four passport size photographs.
- A letter from the Sponsor/Financer (for sponsored students).
- Experience certificate (for Part time courses).
- Candidates for part time courses must submit a NO OBJECTION CERTIFICATE from their employer.
- School leaving / college leaving certificate / migration certificate.
- Admission will be confirmed only after verifying the validity of submitted documents.
- Admission may be cancelled if any discrepancy in documents is found at any stage during the period of study.

Fee concession
a. Students having outstanding performance at 12th standard or equivalent examination will be supported by concession in fee as per the details given below:

No.	Percentage of marks	Concession in fee
1	$\geq$90%	20%
2	$\geq$80% and below 90%	15%

Student should maintain similar track record in all semesters to make him/her eligible for the concession in fee.

b. Students who hail from the same family and studying in the college are eligible for concession in fee as per the details given below:

No.	Brother/sister/daughter/son	Concession in fee
1	1st one gets fee concession	10%
2	2nd one gets fee concession	15%
3	3rd one onwards each gets fee concession	20%

For students having good score at school level these concessions are in addition to the one mentioned at Section (a) under 'Fee concession'.

Other information

a. All students have to register themselves at the beginning of each semester.
b. All fees should be paid at the beginning of each semester. However, under genuine reasons the fee can be paid in installments.
c. Student should clear all outstanding fees for previous semester to register for the next semester.
d. The semester result of those students who are having more than 75% outstanding fee may be withheld until they pay their dues.
e. Registration for the summer semester will take place within seven (7) days from the declaration of the results. A separate academic schedule will be notified at the website as well as the college notice board for the same. The students are advised to see it on the college notice board and website. No late registrations will be permitted.

4. FOUNDATION PROGRAM

Foundation Program – Full time:

The applicants who do not qualify the entrance examinations need to study and successfully complete the foundation program of one year. The college shall have the right to select the quality and the number of students as deemed appropriate. Students shall study the following subjects mentioned in the table below according to their chosen major:

Engineering (full time)	Computer Applications (full time & part time)	Business Administration (full time & part time)
English 1	English 1	English 1
English 2	English 2	English 2
English 3	English 3	English 3
Mathematics-I	Mathematics-I	Mathematics-I
Computer laboratory	Computer laboratory	Computer laboratory
English 4	English 4	English 4
English 5	English 5	English 5
English 6	English 6	English 6
Mathematics-II	Mathematics-II	Management Studies
Physics & Chemistry	FCIT	Computer laboratory
Computer laboratory	Computer laboratory	

Foundation Program – Part time:

Students shall be accepted for the Foundation program, according to the evaluation in their level exams, which enables them to study English to get the acceptance level for the Bachelor's degree program.

The foundation program shall normally be of one year (two semesters). However, the students, who do not pass in the examinations, would be required to clear their backlogs in the third semester (1.5 years). The students who will not meet the requirements even after the third semester of foundation program shall be dropped from the program and will not have any claim to join the main program.

5. ACADEMIC REGULATIONS

The main objective of the academic guidance is to assist the students and guide them in selecting the appropriate academic subjects and also to assist them to register for the selected subjects offered in the particular semester and study, according to the prepared academic plan to achieve the required Academic Degree (Diploma - Advanced Diploma - Bachelor Degree - Master Degree).

To assist them to overcome difficulties that they may face whilst studying at the college and to provide advice on issues that they might like to resolve, students joining the college will have an academic advisor to monitor their academic development on regular basis. The students are free to consult and seek their mentor's advice and recommendations. For inquiries concerning various sections, the students should check with the head of the section concerned, and inform their mentor accordingly.
Note : It is important for all the students to interact with their academic advisor regularly.

Deletion of subjects:
Deletion of subjects shall be through the advisor taking into consideration the students' academic plan, grades and rules governing the program. Students are also allowed to go at slow pace, should they feel that course content is difficult.

Final grades:
Based on overall performance during the semester the students will be awarded final grades in accordance with the results of cycle tests, attendance, assignment, end semester examination etc., as is laid out in the examination rules and point systems, indicated on page 15.

Student academic load: 2012 admissions
- Minimum (6.0) and maximum (9.0) academic units for the Bachelor's Degree in Engineering.
- Minimum (4.0) and maximum (7.0) academic units in first semester for Bachelor of Business Administration / Computer Applications programs. After first semester the students of 4 years program will be entitled to register a maximum of (5.0) academic units and fast track students for a maximum of (7.0) academic units.
- Students for Master / Executive Master of Business Administration: Minimum (5/4) and maximum (7/6) academic units.
- Additional registration of maximum one subject (1 academic unit) may be permitted in a regular semester over and above the permitted units outlined above for BBA/ BCA and Postgraduate studies only.

Rules for students having backlog subjects:
- The students are entitled to apply for scrutiny for a subject within seven days after declaration of the examination result of a semester by applying in the prescribed format and paying requisite fee.
- The students with backlogs who desire to see their answer script must apply within two weeks of declaration of result by filling the prescribed form available with the examination department and paying the requisite fee for each subject. No requests would be entertained after this time.
- If a student fails in a course he/she may be allowed to register for that course in subsequent summer program. The summer program will be scheduled during the long semester break after the completion of spring semester. A student is permitted to register for a maximum of four units in the summer program.

- Student having more than four backlogs at the end of the academic year will normally not be permitted to register for next regular semester. They will have to register in special semester for their backlogs.
- Students must fulfill the requirements for the award of Diploma in their respective program before their progression to next semester to complete their Bachelor's Degree.
- Student who have duly registered and appeared in examinations for the required number of 66 units for BE, 42 units for BBA and BCA, 28 units for MBA and 24 units for EMBA respectively but have not completed successfully all the course, after the 8th semester for BE, BBA & BCA, 6th Semester for BBA & BCA (Fast Track), and 4th Semester for MBA/EMBA program may be permitted to appear at NC Examination the courses in which they have got 'D' or 'F' grade in the regular Semester Programs for Undergraduate and 'C', 'D' or 'F' grade for Masters program. The academic loading in special examination shall be as that of regular semester.
- The NC Examination are normally held twice a year after two to four weeks of the declaration of result of the summer semester and the monsoon semester.
- In NC Examination the successful candidates will be entitled for the award of 'C' Grade only for under graduate program and 'B' grade for post graduate program.
- NC Examination will be for maximum marks for the course as per the requirements.
- Students registered for NC Examination will be considered as non collegiate students. In the event of a student failing to pass in all subjects registered in the special exam, the next NC examination will be held after six months in which they have to appear for the remaining subjects until they pass all required courses.

Induction program for new students

During the first week of the academic year newly admitted students undergo one week Induction/ Orientation Program to introduce them to the academic environment, rules and regulations of the program, services available at the college, applicable rules of conduct, activities with an introduction to certain administrative and financial issues and admission and registration procedures.

The new students must read carefully and thoroughly the rules and regulations governing their undergraduate or post-graduate programs, the soft copy of the same can be downloaded from the website of the parent university: www.bitmesra.ac.in. The students are encouraged to consult their advisors or college officials, should they require any clarification in this regard.

Attendance requirements

Students should secure minimum 75% attendance in their classes failing which they will be awarded F* and will have to reregister for the same subject again in the following semester.

Students are required to give justifiable reason for absence from lectures like sick leave etc. Any other kind of absence must be reported through a written application to the Head of the concerned Department and his/ her leave must be granted by the official.

Leave will be granted under genuine reasons and the student has to submit documents associated with it to his/her Head of the Department.

6. GENERAL RULES AND REGULATIONS

Management has drafted the rules and regulations in accordance with the country's customs and traditions, and the Islamic regulations in order to ensure the students security and social harmony within the campus and to provide them with the holistic academic development.

Rules of conduct:
- Students are not allowed to be outside the classrooms during lecture hours.
- Students are not allowed to disturb other classes.
- Students are not allowed to sit by themselves in the classrooms after lectures.
- All the students are to wear decent attires consistent with the Islamic religion and the country's traditions.
- The veil is strictly prohibited.
- It is strictly prohibited to start slander, disruption or provoke instigation and discrimination between students.
- Embarrassing comments between students are strictly prohibited, and in case of a complaint strict disciplinary action will be taken.
- Any dishonoring, immoral or any bad conduct which may have negative impact on the college or the faculty and staff shall be dealt with seriously.
- Students are forbidden from offending the faculty, staff or visitors. Any such conduct may lead to expulsion from the college.
- Personal visits are strictly prohibited in the campus without prior permission from the concerned officials (Student Affairs or Administration).
- Expatriate students are required to respect the country's customs and traditions while dealing with colleagues.
- It is strictly forbidden to misuse or vandalize the college utilities, classrooms and auditorium furniture.
- Students are required to safe keep items received from the college eg. books, student card, sport equipment, etc. Any damage or loss of items may lead to a penalty.
- Students should always carry their student identity card issued by the college.
- It is strictly forbidden to engage in any sexual misconduct that expressly or implicitly threatens, interferes, creates an intimidating or hostile environment for any individual. Any violation may lead to expulsion from the college summarily.
- Discrimination based on race, religion, age or belief is strictly prohibited.
- Students should refrain from getting involved in reckless, dangerous and irregular activities or obscene act inside the campus which may have negative impact on the college, students or staff may lead to disciplinary action.
- Illegal possession, processing, sale, delivery, receiving or holding any substance illegal or restricted in Oman would lead to punishment by law.
- Defaming others, interfering in their lives or affairs or disclosing any academic or personal information is debarred.

Discipline in the classroom:
- Respect faculty members.
- Respect your colleagues.
- Respect the teachers' time.
- It is strictly prohibited to disrupt or express any negative comment or criticism to teachers or colleagues during the lecture.

- It is strictly prohibited to use mobile phones in the classroom for any purpose and if caught the teacher may dismiss the student from class.
- In case of late arrival to the classroom, the teacher shall decide whether to let the student in or not. (The teacher is requested to check with the Student Affair Section if late due to bus transportation)
- In case of any problem caused by the student, the teacher may confiscate the students ID card until the matter is presented before the Student Affair Section.
- The teacher shall have the right to dismiss the student from the classroom when required, and the student may seek advice from the Student Affair Section.
- Complaints from students against teachers should be presented in writing to the Student Affair Section otherwise it will not be considered.
- It is strictly prohibited to consume food and drinks of any kind in the classrooms, laboratories, offices and corridors.

Discipline during examination:
- It is prohibited to use mobile phones, PDAs etc. during exams.
- Students should read the instructions printed on the cover page of the answer book and fill in all the information on the cover page neatly. The name and Roll number should be written in the proper place and in clear handwriting.
- Students will not be allowed to enter the exam room after 15 minutes from the start of the examination.
- The answer paper will be subject to rejection if additional and not required remarks or identification codes are found anywhere in the answer book.
- No student will be allowed to temporarily or permanently leave the exam room in the first 30 minutes and the last 10 minutes of the examination.
- Writing on the margins using pen of the same color is allowed.
- At the end of the exam the student should sit in his/her place until collection of the answer papers and getting signal from the person in-charge to leave.
- All diagrams and drawing papers should bear the invigilators' signature.
- If any student is caught during examination for "appearing" in place of another student, then all papers of both students registered for that semester will be cancelled and they will be given (F) grade. Impersonation may lead to expulsion from the college.
- Other rules for conduction of the examination as prescribed by the college will remain in force. Students may check the same from Administration before the start of examinations.

Unfair means in examination:
- If a student is caught cheating during the exams in a paper, that paper and the following exams assigned for the student will be marked as failed whereby the student shall be considered as failed in these papers. As for the previous marks from internal exams, grades shall be calculated 'D' or 'F' depending on the original grade obtained.

Violation of rules
- The penalties vary from verbal notice to suspension from the college, according to the level of the violation. In the event of any violation of these rules an regulations, the Discipline Committee and Student Affair Section shall take the necessary actions which include:

Minor offence:
- First notice: Copy to file.
- Second notice: Copy to file and copy to guardian.
- Third notice: One week suspension from college then reconsider to either continue studies or final suspension from the college according to the type of violation and after obtaining the Deans approval.

Major offence:
On receiving a complaint an enquiry committee will be constituted by the Dean which will investigate the matter further and recommend the necessary action.

Plagiarism:
The College views plagiarism as a serious academic offence. Students are advised to refrain from such acts. Cases of plagiarism will be dealt as per the policy laid down.

7. EXAMINATION RULES AND GRADE POINT SYSTEM

Undergraduate Programs

Theory Examination:
Maximum mark for each theory subject (1 unit) is 100 marks. A candidate has to secure minimum C grade to pass in a given subject. Grade D and F are treated as Fail and the candidate has to reappear in the subject in subsequent Examination. The breakup of 100 marks is as follows:

No.	Exam	Total marks 100	Percentage
1	First cycle test	20	40% of total marks
2	Second cycle test	20	
3	Attendance & participation		5% of total marks
4	Assignments		5% of total marks
5	End Semester Examination		50% of total marks

A student will be declared "F" or "D" grade as per his/her overall semester performance in a subject if he/she does not appear, due to any reason, or obtains less than 20% marks either in Internal valuation (10 marks out of 50) or in the End Semester Examinations (10 marks out of 50).

Sessional or Laboratory and Project:

No.	Unit	Maximum Marks
1	1	100
2	0.5	50

The marks as divided into two parts: 60% of the maximum marks are allocated to progressive evaluation and remaining 40% for the end of semester examination.

In Sessional/Lab type course, the grade / marks may be awarded as per the following norms:

i. Ex   - upto maximum of 20% of the total no. of students
ii. A+   - upto maximum of 30% of the total no. of students
iii. A   - upto maximum of 40% of the total no. of students
iv. B+   - upto maximum of 30% of the total no. of students
v. B   - upto maximum of 20% of the total no. of students
vi. C/D/F - upto maximum of 10% of the total no. of students

Grade point calculation:
A grade for each subject is awarded on the basis of 10 point scale. Maximum point for 1 academic unit is 10 points. The details are as follows:

General evaluation	Academic Points per unit	Letter Grade	% of marks obtained
Distinction with Honors	10	Ex	90% above
Distinction	9	A+	80% - 89%
Very Very good	8	A	70% - 79%
Very good	7	B+	60% - 69%
Good	6	B	50% - 59%
Acceptable	5	C	40% - 49%
Fail	4	D	20% - 39%
Fail	0	F	0% - 19%

Calculation of Grade Point Average (GPA) for each semester
Each academic semester includes a defined number of credit points; these points depend on the subjects registered for each academic semester according to the major. For example:

Subjects	Units	Obtained Points	Letter Grade
Subject 1	1	5	C
Subject 2	1	6	B
Subject 3	1	8	A
Subject 4	0.5	5	Ex
Total	3.5	24	
GPA		6.86	

Total number of units registered: 3.5
Total points secured: 24
Grade Point Average = Total points obtained/Total unit registered i.e. 24/3.5 = 6.86

Calculation of Cumulative Grade Point Average (CGPA)
To calculate the Cumulative Grade Point Average (CGPA) all the points scored in the subjects passed in the earlier semesters are added and then divided with the total number of units registered.

For Example:
In BBA total units are 42 and a candidate has secured 299 points in all 6 semesters then the CGPA will be 299/42 = 7.11 which in terms of percentage will be 71.1%.
CGPA can be calculated in a similar basis for other courses.

POST GRADUATE COURSES

Grade description is same for Post graduate courses as that mentioned for Under Graduate courses. The details of division of marks are as follows:

No.	Exam	Total marks 100	Percentage
1	First Quiz Test	15	30% of total marks (best two are taken)
2	Second Quiz Test	15	
3	Third Quiz Test	15	
4	Attendance , Assignments & participation		10% of total marks
5	End Semester Examination		60% of total marks

There will be three Quiz tests consisting of 15 marks each will be conducted. The best two of the three marks will be added to the final result.

8. POSTPONING STUDIES

Students may postpone their studies for MAXIMUM of TWO SEMESTERS due to illness or any other acceptable reason but a prior intimation of the same must be given to the college and necessary approval for the withdrawal from the semester is to be obtained from the competent authority.

9. LEAVING THE COLLEGE

The students may withdraw from the college at any time. The withdrawal form should be completed and submitted to the Admission and Registration department along with the reason for such act. For example:

Leaving after successful completion of the first year: Student will be awarded a Certificate in Computer Science Engineering and Electronic and Communication Engineering. Leaving after successful completion of the second year: Student will be awarded a Diploma Certificate in Computer Science Engineering, Electronic and Communication Engineering, Computer Application and Business Administration. Leaving after successful completion of the third year: Student will be awarded an Advanced Diploma Certificate in Computer Science Engineering, Electronic and Communication Engineering.
Note : In case of not completing the prescribed form the academic fee charges will continue until the form is duly filled and approval is granted by the Dean.

10. RULES FOR TRANSFER FROM WALJAT COLLEGE TO BIRLA INSTITUTE OF TECHNOLOGY

The transfer of students to BIT main campus or its Extension Centers in India may be permitted on extremely genuine grounds subject to the approval of Vice Chancellor, BIT, Ranchi. They may be required to register for additional subjects prescribed in course structure on transfer, if they have not passed the same earlier. The students with less than 60% marks at the Qualifying examination (12th standard or its equivalent) shall not be eligible for transfer under any circumstances.

11. GRADUATION REQUIREMENTS

Students are required to complete the accredited units for the major, for example:

- Computer science engineering   66 units
- Electronics and communication engineering   66 units
- Biotechnology   66 units
- Computer applications   42 units
- Business administration   42 units
- Master's Business Administration (MBA)   28 units
- Executive Master Business Administration (Executive MBA)   24 units

12. MERIT SCHOLARSHIPS

The college is awarding scholarships to students with outstanding performance in each semester and also in a year (two semesters taken together). The details are given below:

BIT SCHOLARSHIP (BE-R.O. 600/- BCA- R.O. 500/- BBA- R.O. 400/- Every Year)

Selection criteria
- Based on result of current academic session (one year)
- One expat/one Omani male/one Omani female from BE/BCA/BBA full time courses every year subjected to minimum eligibility criteria.
- Minimum eligibility criteria -
  a. Overall GPA for current academic session (one year) must be greater than 8.5 for expats and 6.5 for Omanis
  b. There should not be any backlog subject.

Note: 1.   Student selected for BIT scholarship is not eligible for WCAS scholarship.
2.   In case of a tie in GPA of current academic session (one year) for BIT scholarship, student's previous academic performance will also be considered for the award of scholarship.

WCAS SCHOLARSHIP (R.O 25/- Every Semester)

Selection criteria
- Based on result of current semester
- Best twenty expat students from BE/BCA/BBA full time courses every semester
- Best twenty Omani students from BE/BCA/BBA full time courses every semester

13. PARENT UNIVERSITY

With the exception of the foundation year, and what is covered under the said twinning programs of the university, the grades and certificates will be awarded by Birla Institute of Technology, Mesra, Ranchi, India and the rules and regulations as prescribed by the parent university for its undergraduate and postgraduate programs from time to time shall be applicable.

14. TRAINING AND PLACEMENT FACILITY

Waljat College has a training and placement department that takes care about the training programs and placement needs of the graduating students. Students fulfilling the eligibility criteria get themselves registered with the department. The department coordinates between the companies and the students and facilitates their training as well as placement. The department also organizes Campus Placement Fare.

15. STUDENTS' AFFAIRS

Student's affair section is one of the most prominent sections within the college. This section looks after the students' needs and requirements, oversees their various activities and achieves its objectives through a number of initiatives.

Objectives of the Student Affair Section:
- Participate in developing the students' character to be responsible and active in the community.
- Through the mentor, assists in finding solutions to students' problems and issues facing them in relation to their personal and social environment and academic development.
- The section offers a comprehensive and complementary direction and guidance to assist students to fit into the university life. All the students have access to true and honest consultation and highly professional social directions in order to understand themselves and their potentials, focusing on serious study. Students are more aware of their own identity and personal potentials and capabilities, thus better equipped to face the requirements of the university life.
- The section seeks to provide assistance for immediate problems through group and individual sessions.
- Organize guidance workshops and programs dealing with various subjects of interest to the students aiming to expand their knowledge and provide them with information that will assist in preventing problems and obstacles.
- Scientific research for student services and division upgrading.
- Provide psychological and educational consultation.
- Counsel students with low marks and follow up with them to improve their academic standing.
- Publish guidance booklets, brochures, posters and the psychology bulletin.
- Seek to develop the students' initiative and entrepreneurial spirit to enable them to actively participate in any goodwill campaign in the fields of health environment and safety including blood donation camps, environment protection campaigns, visiting and communicating with people with special needs with the objective of strengthening the students' relations with the country and community.
- Promote comprehensive social services and sponsorship to our students including youth camps, field visits and students meetings.

16. STUDENT GRIEVANCE

The College strives to ensure that students are not subjected to any kind of discrimination or harassment. The faculty and staff address student grievances when brought to their notice. The college has a policy to ensure that grievances are properly heard, understood and addressed in an effective and transparent manner. The students are

advised to meet student counselors / advisors when required. The detailed student grievance policy of the college is available on the intranet. The students are advised to give their grievances in writing to the Student Counselor in his/her office. The grievance will be dealt in accordance with the college policy.

17. EXTRA CURRICULAR ACTIVITIES AND EVENTS

College attaches utmost importance to extra-curricular activities in order to develop the students' skills in sports, cultural, social and technical, several other activities. The events are organized throughout the year, which can be identified through the following structure:

Activities & Events			
Tech. Club	**Sports Club**	**Cultural Club**	**Sports Club**
Programming	Football	Media & information	Guidance & awareness
Computer maintenance	Volleyball	Theatre	Community service
Web design	Table tennis	Koran & Hadeeth	The Trotters
Training	Cricket	Arts & literature	Camping
	Basketball	Innovative design	
	Track & field	Sculpturing	
		Photography	
		Arabesque & calligraphy	
		Painting	
		Poetry	
		Short story	

18. STUDENTS' COUNCIL

The college students' council is elected every year, with representatives from all the divisions and faculties and based on the students' academic achievements. The council selects its chairperson and deputy chairperson from amongst the members. The council organizes various activities for the students who may freely propose their preferred activities through their representatives on the board. The council participates in several local and international events, including cultural, sports and social activities, organized by higher education institutes including Sultan Qaboos University and other Government and private sector institutions. Students are free to join the various activities. The council and activities are conducted under the supervision of the student affair section.

19. FACILITIES AT THE COLLEGE

The college is equipped with the latest infrastructure, systems and technology to assist the students so that they may draw maximum benefits from the available resources, facilities and services like:

The Auditorium:

The modern auditorium is fitted with the latest equipment for organizing seminars and workshops. The auditorium can seat up to 360 participants.

Laboratories:

The laboratories consist of state-of-art equipments, apparatus, machines and software to provide the student an interactive learning environment and extending on opportunities to gain skills and experiences to enrich their knowledge. The college has the following laboratories:

- Computer laboratory
- Electronics laboratory
- Biotechnology laboratory
- Physics laboratory
- Chemistry laboratory
- Mechanical workshop
- Electrical workshop

The laboratories provide significant facilities and services to the students:
- Facilitate the process of research and development.
- Keep the teachers and students in contact with the world to keep pace with the developments through internet.
- Provide computer courses to the teachers and students to achieve the best use and benefits.
- Promote culture to learn from the various databases and information sources.
- Connect between the theory and practice.
- Provide the students with the opportunity to develop their skills and creativity
- Encourage the students to enquiry and carry out research independently.

Rules and Regulations in the laboratories:
- It is prohibited to use mobile phones in the laboratory for any purpose. Teachers have the right to suspend the student for repeated violation of instructions.
- In case of any problem created by the student, the teacher may confiscate the student's card until the matter is discussed with the student affairs section and proper procedures are adopted.
- It is prohibited to eat or drink inside the laboratories.

Classrooms:

The classrooms are well equipped and fitted with the best of facilities to add comfort to the students. The classrooms are large, well ventilated with wide windows for natural light; temperature controlled and contains all the requirements including Audio-video

aids wherever necessary. The classrooms also have power outlets for the students to connect their audiovisual equipments. The classrooms are fully compatible with the latest safety and security standards, according to the recommendations made by the Ministry of Higher Education.

The Library:

The library fulfills the students' academic requirements. It is a well-organized and maintained library designed according to the latest academic standards with special structures, services and technology. The library truly reflects our academic goodwill, the strength of our curricular and programs and also reflects the accreditation we have achieved. The library is an integral part of the educational process, and necessary steps are taken to develop and enrich the library on a continuous basis with scientific and information resources, modern technology and suitably qualified manpower, capable of providing all the services. The library has ongoing development programs for its staff. The library has a large collection of books, periodicals, journals and e-library resources to suit requirements of students and faculty. The library is equipped with about 35000 books, 5600 titles and more than 25 print journals and periodicals. The library is also an integral part of DELNET and the main library of BIT Mesra, Ranchi through which the Faculty members and students are accessing a wide range of research articles. Students are provided with text books for the semester from the book bank facility.
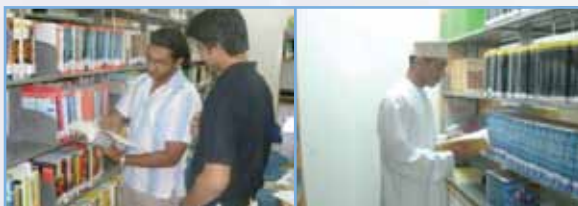
Library rules:
- The library is open from 8.30 am to 7.00 pm.
- Library membership is based on the identity card issued by the registration department. The card is not transferable and should not be used by others.
- E - library service is for members only. Visitors may be permitted on request.
- A set of 5 - 6 books is normally given at the beginning of the semester which has to be returned before the end of the semester examinations.
- Students can borrow 6 books for a period of 15 days. An overdue amount of 200 Bz will be charged for late returning of books.
- Personal books are not allowed inside the library.
- Students are requested to keep their mobiles in a switched-off mode other wise disciplinary action will be taken against them.
- Any kind of food and drinks is strictly prohibited inside the library.
- If books are found damaged or pages torn out while returning them, the full latest price of the book will be charged.
- Library users are requested to observe silence at all times or else disciplinary action will be taken against them.
- Students are requested to keep their bags at the property counter and take a coupon from the staff member on duty at circular counter.
- Members are requested to get their books/materials checked at the exit gate.
- On-line data bases can be accessed with the help of the librarian.
- Students are requested not to sit in a group of more than 4 people at a time at one table and not to move chairs around.

E-newsletter

With the intent of articulating expressions, shaping ideas and transforming efforts to invaluable outputs, an e-newsletter 'IMPACT' is published by the College every two months. It shares with stakeholders the renewed direction in which the college is moving step by step through contributions and views from different quarters. IMPACT provides a platform to put forth suggestions and novel ideas, showcase talent and share thought from students, parents, teacher and staff. This e-newsletter can be accessed through the college website

The Canteen:

The canteen is equipped with all the requirements, and managed by a professional caterer to ensure the best quality of food and beverages. The canteen serves a variety of Arabian, Oriental and International cuisine suitable to the students' preferences. The canteen is operated according to the best health and hygiene standards and is checked on regular basis. It can seat up to 200 guests at a time.

The Clinic:

In order to provide suitable and safe environment to our students and faculty members, the college has a fully equipped medical unit managed by Al Rimah Medical Center with a full time nurse for emergencies. Medical checkup is provided free of charge for staff and students.

Safety and Security personnel:

- The college provides basic security for visitors and to ensure tranquility inside the college, and to ensure compliance of the college bylaws and rules of conduct by students.
- College visitors are requested to register their names with the security personnel at the reception and obtain the visitor's badge and then proceed to the college.

Prayer rooms:

The college has separate prayer rooms for males and females.

Visitors room:

The college has a decent waiting room for visitors.

Study visa:

The admission to Waljat College of Applied Sciences is open to all nationalities and the college will obtain student visas for the expatriate students. The student is required to contact In-Charge, Admission and Registration for filling the necessary form. The student must maintain 75% attendance throughout the period of study to avail this provision.

ACADEMIC CALENDAR

Monsoon semester (Starting in September 2012)
UG courses BBA/BCA/BE (Full Time) and BBA/BCA (Part Time)

Registration	On or before September 01, 2012
Commencement of Classes	September 02, 2012
Commencement of Cycle Test - 1	October 13, 2012
Commencement of Cycle Test - 2	December 08, 2012
Last day of Classes	December 26, 2012
Preparation Leave From	December 27, 2012
Commencement of End-Semester Exams	January 02, 2013

PG courses MBA (Full Time) and EMBA (Part Time)

Registration	On or before September 01, 2012
Commencement of Classes	September 02, 2012
Quiz - 1	September 29, 2012
Quiz - 2	November 03, 2012
Quiz - 3	December 15, 2012
Last day of Classes	December 26, 2012
Preparation Leave	December 27, 2012
Commencement of End-Semester Exams	January 02, 2013

Special Semester (BBA/BCA/BE/BBA(PT)/BCA(PT)/EMBA/MBA)

Registration	29th September 3rd October, 2012
Commencement of Cycle Test - 1	October 13, 2012
Commencement of Cycle Test - 2	December 01, 2012
Commencement of End - Semester Exams	January 02, 2013

Spring semester (Starting in February 2013)
UG courses BBA/BCA/BE (Full Time) and BBA/BCA (Part Time)

Registration	On or before Feruary 09, 2013
Commencement of Classes	February 09, 2013
Commencement of Cycle Test - 1	March 23, 2013
Commencement of Cycle Test - 2	May 11, 2013
Last day of Classes	May 29, 2013
Preparation Leave	May 30, 2013
Commencement of End-Semester Exams	June 03, 2013
Semester Break	

PG courses MBA (Full Time) and EMBA (Part Time)

Registration	On or before Feruary 09, 2013
Commencement of Classes	February 09, 2013
Quiz – 1	March 09, 2013
Quiz – 2	April 13, 2013
Quiz – 3	May 11, 2013
Last day of Classes	May 23, 2013
Preparation Leave	May 24, 2013
Commencement of End-Semester Exams	June 03, 2013
Semester Break	

Special Semester (BBA/BCA/BE/BBA(PT)/BCA(PT)/EMBA/MBA)

Registration	16th - 20th February, 2013
Commencement of Cycle Test - 1	March 23, 2013
Commencement of Cycle Test - 2	May 04, 2013
Commencement of End - Semester Exams	June 03, 2013

Note:
- *Short semester (SS-2013) – Fast track for BBA (part time) and backlog examinations (for all courses) will be held during the month of August-2013. The details of this semester's registration, cycle tests, and end semester examinations can be checked at our website in May-June, 2013.*
- *The above dates are subjected to change as per government holidays declared from time to time.*
- *The tentative date of Commencement of Monsoon Semester-2013 is 01.09.2013.*

COLLEGE LOCATION MAP