

Shaping Your Future

Student Handbook



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Introduction

The Student Handbook is meant to fulfill our primary aim that all students at KIST should realize their academic potential. This Handbook serves as a comprehensive guide for every student.

The purpose of the Handbook is to bring out the best in each of our students – academically, professionally, personally, and socially. It is therefore the duty of every student to follow the Student Handbook in letter and spirit. We also expect parents and guardians to cooperate with us fully.

We firmly believe that this Handbook will lead to close communication and complete confidence between parents or guardians, teachers, staff members, and students. We also hold it shall support an interactive & cooperative environment that helps to foster the best possible education and to ensure the future success of each KIST student.

KIST & the Student

KIST expects both academic excellence and commendable behavior from every student as this is necessary for the overall development of his or her personality and scholastic achievement.

The College provides an exceptional educational milieu fostering academic and personal achievement indispensable for doing well in a modernizing society. Our acclaimed faculty is committed to academics through result-oriented teaching-learning and does its utmost to make the KIST scholar triumph educationally.

The KIST team is always there to help you with much choice and great encouragement within its top-notch educational institution that focuses upon academics interlinked with co-curricular and extracurricular activities in a congenial and supportive environment.

Above all, we envision delivering the best available higher education and all-round opportunities to all of you as you aspire to realize your personal talents and to expand your scholastic abilities. Thus, it is for you, the KIST student, to make full use of our state-of-the-art infrastructure with excellent services and facilities in a spirit of productive interaction and healthy competition

Academics

Bachelor's Programmes

Bachelor of Business Administration (BBA): The 4-year 8-semester BBA programme provides a fundamental education in business and management principles allowing students to specialize in one of multiple concentration areas, including business economics, administration, finance, human resources, or accounting.

Bachelor of Information Technology Management (BITM): BITM is the 4-year 8-semester programme that blends the two strategic disciplines of information technology and management. The programme offers integrated knowledge and develops technological skills giving them a unique edge in the IT world.

Bachelor of Information Technology (BIT): BIT, the 4-year 8-semester programme, offers a whole new dimension in the development of Information Systems and the interactions between people and systems. The programme aims to train students to become fully-fledged professionals in the field of information technology.

Bachelor of Business Studies (BBS): BBS, the 4-year programme, incorporates management concepts & reality-based skills integrating them with the latest changes in the business environment. The programme concentrates on specialized areas such as accounting, finance, human resource management, or marketing.

BSc Microbiology is an inter-disciplinary 4-year course that studies microbes thoroughly to promote life sciences and benefit all living things, and as a subject has wide SciTech, environmental, or health related applications.

College Routine

The College Routine has been organized according to the University benchmarks and KIST policies for the academic achievement and overall development of each student.

KIST Class Routines have been standardized in keeping with University guidelines relating to subject-wise syllabi. Accordingly, tutorial, practical and demonstration classes have been scheduled on the basis of period allocation for each subject.

Class Timing

Programme	Shift	Timing
BBA/BITM	Morning	6:20 am to 11:00 am
BIT	Morning	6:20 am to 11:00 am
BBS	Morning	6:20 am to 10:20 am
BSc Microbiology	Morning	7:00 am to 1:00 pm

Description

- All regular classes follow the KIST Academic Calendar.
- Classes consist of periods. The duration of each period is between 40 to 60 minutes.
- Extra Classes are arranged according to situational needs.
- Breaks between periods are mentioned in the given timetables.

Academic Calendar

The KIST Academic Calendar relates to each academic session based upon the curricula, general guidelines, and College activities. It incorporates academic, examination, and extracurricular activities over the academic year and also mentions weekly offs, holidays, vacations, and collegiate functions or events. It is the duty of each student to follow it strictly in order to derive full benefit.

Practicals

Practicals are mandatory in some subjects which are an integral part of the curriculum. Periods for subject practicals are allocated as per guidelines of the University. The overall marking of these subjects is based on a combination of both written and practical

papers. Our Teachers and technical staff provide close support to students to transform their learning into useful practical knowledge.

Guidelines

Practicals improve progress across the curriculum by helping students to learn and reinforce theoretical concepts in an interesting way. However, each student must take full precautions about health and safety apart from the accuracy and completion of practical work.

Safety Precautions

Safe working is the most important guideline. Risk assessment by students is most advisable before doing practicals and routine health and safety precautions **MUST** be observed while doing practicals.

Accuracy and Completion

- All students must obey lab rules and not damage anything.
- They must record their work neatly on their worksheets using their own stationery.
- They must follow practical lesson plans & instructions to complete their tasks.
- Students ought to have a clear practical focus while doing their work.

Examinations

Examinations at KIST are the most important part of our assessment process which evaluates the academic achievement of each student. Educational assessment and academic performance are interrelated and best proven through examination results.

KIST holds different examinations where students learn and progress by their overall academic performance in their educational career. These exams are used for assessing the students in an internationally competitive arena whereby a full insight into each student's attained knowledge and capabilities is gained.

Aims

- To determine the level of achievement of a student generally at the end of a Course of study
- To identify the learning needs of students
- To form an essential part of the learning process itself

All examinations in the College relate directly to the Course of study and its curriculum. All Courses have separate evaluation components which are internal (College-based) and external assessment (University-based). KIST examination papers provide for valid and reliable evaluation. Our assessment and grading/ marking procedures ensure parity of treatment for all students irrespective of subject or examination session. The marking of teachers and examiners follows, as far as possible, identical assessment criteria and appropriate moderation.

The College conducts various other tests apart from Semester examinations. These other tests include Special Tests (such as Practice, Sample, Model, Snap and Corrective Tests). All tests and exams are mandatory. While the schedule of Semester Examinations and Class Tests is given in the Academic Calendar, all the other tests (except for snap tests) are held only after notifying students.

Class Tests

These Tests prepare students for the coming Internal, and Semester or final examinations. The Tests examine student learning of the course subjects taught during the period.

Special Tests

There are a number of Special Tests according to individual or institutional requirements. They include Practice, Sample, Snap, and Corrective Tests and are meant to instill actual learning and encourage academic achievement as well as to check student assimilation and assess student progress over set periods.

Feedback and Counseling

We also provide regular feedback and counseling during each semester/year. The College can call guardians/ parents and/or students at any time during the semesters about any pressing

academic or disciplinary matter. Advice and suggestions following such feedback and counseling are meant to improvement of students and should be followed.

Important Note

- Students must maintain satisfactory academic progress in Internal Examinations.
- The results distribution session is according to the College Academic Calendar.

Academic Assistance

Over and apart from regular classes, the College provides adequate academic assistance to students who need help in certain areas of academic difficulty. Primarily, this need is catered through tutorials. Special classes are also held for those students who need further help.

Tutorials

Tutorials are conducted in subject areas of importance or difficulty before, during, or after regular classes. Schedules of these compulsory tutorials are published for each semester/year.

Awards

KIST encourages all its students to do their best throughout the academic session by various awards – meant both for outstanding individual and team achievements – to recognize excellence in academic or co-curricular or extracurricular activities. These awards are in the form of certificates of excellence for fine performance or commendation certificates for active participation.

Assignments

Assignment, or out-of-class tasks, is assigned to students as an elaboration of classroom work for practice, preparation, and extension.

Assigning homework serves various educational needs. It serves as an intellectual discipline, establishes study habits, eases time constraints on the amount of curricular material that can be covered in class, and supplements and reinforces work done in the

College. In addition, it fosters student initiative, independence, self-discipline and responsibility, stimulates interest, and brings home and college closer together. Additionally, every encouragement should be given to extensive personal reading for the acquisition of depth and breadth in interdisciplinary knowledge.

Co-Curriculum

Co-curricular activities (CCAs) are a means to enhance social interaction, leadership, healthy recreation, self-discipline, and self-confidence with a view to reinforce academic assimilation and outcome.

CCAs are held inside standard curriculum hours and the activities partaken depend on the nature of the CCA. The CCA groups mostly cater to specific interests. Competitions are organized at times to create a competitive environment and provide such CCA groups with an objective to work towards.

Monitoring & Reporting

Academic Monitoring

The College closely monitors the academic activities of each student throughout the academic session. To make our academic monitoring fully effective, we encourage the active involvement of parents or guardians.

Academic Non-Performance & Corrective Action

Academic Non-Performance includes non-completion of assignments, academic apathy, lack of progress, or failure in tests or examinations. The students whose academic performance is not found satisfactory and whose disciplinary record is found to be unsatisfactory will be subjected to corrective action so as to get them back on track for success in the final exams.

Reporting

Reporting assists students, parents or guardians, and teachers in making decisions by providing information about what students know and can do, along with recommendations for their future learning. It enables regular monitoring of student learning and provides ongoing, constructive feedback to students that focuses on ways their learning can be further developed.

Clubs & Activities

KIST offers a broad array of regularly available activities - from sports and athletics and technology to fine arts – that contribute to a full college experience. Such activities for students are conducted either during their regular shifts or as after college activities (ACAs).

The Clubs at KIST are varied in their aims or functions. These collegiate Clubs help to foster student talent immensely and to involve KIST students actively in numerous non-academic activities. We believe that the activities of our Clubs enhance the overall development of our students.

The Clubs have office-bearers and committees formed under rules issued by the College from time to time. These Clubs are encouraged to have their own websites. The registration of more clubs can be done in accordance with College policy. All our Clubs, and their committees, work for the benefit of students and the College as a whole.

KIST Students' Club

- To assist the College management in organizing orientation or graduation or annual day or felicitation program or talk or farewell programs, seminars, and workshops as well as other formal activities
- To publish the Annual Magazine, wall papers, periodicals, and other publications under a separate publication committee within this Club
- To conduct other activities according to need in collaboration with the management
- To promote knowledge and to secure resources for KIST students

KIST Sci-&Tech Club

- To disseminate scientific & technological knowledge
- To arrange exhibitions, talk programs, sci-tech competitions, and awareness campaigns
- To cover latest scientific developments through publication, media, or the Internet
- To facilitate the research work of students

Computer & IT Society

- To elaborate upon the scope of computer science and IT
- To provide opportunities for understanding the various facets of IT
- To develop software skills
- To encourage the learning of graphic and web page designing
- To organize regular competitions
- To publish IT based magazines

Sports Club

- To introduce healthy physical activities
- To create interest in games and sports
- To spread awareness about public health
- To organize intra-college competitions Creative & Performing Arts Society
- To advance performing arts like music, dance, and drama
- To tap student potential in both performing and plastic arts
- To organize intra-college competitions
- To support and further arts, crafts, and literature
- To organize art competitions
- To arrange art and crafts exhibitions
- To look for and identify artistic talent

Literary Club of KIST

- To support and further Nepali and English literature
- To organize literary competitions
- To look for and identify literary talent

Youth Red Cross Circle

- To establish itself as a common forum for the students who want to help the people in trouble like flood victim, earthquake victim and physically disadvantaged
- To conduct various campaigns within or outside the college like Blood donation or First Aid programs

KIST Alumni Association

- To organize social events
- To publish newsletters & magazines
- To provide benefits & services that help alumni
- To support new alumni
- To foster new friendships and work relationships
- To hold alumni reunions annually

KIST Social Service Club

- To work for community development – students, neighbors, and society
- To conduct social service campaigns
- To help crisis-ridden people during natural calamities like floods, earthquake
- To assist the handicapped or the destitute
- To impart education to children
- To tackle malnutrition, disease, and exploitation

Rules & Regulations

1. All Clubs have to be constituted according to KIST Policy.
2. All Clubs work under the supervision of the College management.
3. All Clubs, and their Committees, should always work for the benefit of the College and its students.
4. All Clubs or their Committees can collect membership fees or accept financial support from students or anybody else only after taking written permission from the Principal.
5. All Clubs can publish magazines or newsletters only after getting prior permission.
6. Ordinarily, all club activities shall be done after or before regular class times or during free periods only.
7. Students shall not leave their classes for club activities unless leave is granted by their Coordinator/Principal.
8. Each of the Clubs, and their Committees, should have a Teacher Moderator.
9. The College will nominate Teacher Moderators or ask the Clubs/Committees to request for Teacher Moderators.
10. The Principal's permission is essential before launching any new Club activity.
11. All other College Rules & Regulations or Guidelines govern all the office holders and all the activities of these Clubs or their Committees.
12. Besides the Clubs/Committees already formed by the College, new Clubs/Committees may be registered in the College depending upon their significance or need.
13. Interested students can apply for fresh Club or Committee registration with details of the proposed Clubs/ Committees. However, two or more clubs of similar nature cannot be registered.
14. All rights for the registration or de-registration of Clubs/ Committees are vested in the College management.
15. Orders issued by the College authorities from time to time for monitoring these Clubs/Committees apply to all concerned.

16. The Clubs/Committees have to follow the directions/suggestions of the College authorities.
17. The College management can dissolve/suspend the Working Committee/s of any of the Clubs/Committees.
18. Every Notice of each Club/Committee must be put up to the Principal for his/her approval/signature before posting it digitally or pinning it on the College Notice Board or serving it on Members.
19. The College management can make suitable amendments about rules & regulations or guidelines related to these clubs/committees.
20. Violation of rules & regulations or guidelines shall invite appropriate disciplinary action.

Club Selection Procedure

- Shortlisting of applicants for each Club/Committee based on their interests and experience
- Formation of separate discussion groups containing a maximum of 10 students by random selection
- Free group discussion among these shortlisted candidates
- Observed group discussion in the presence of a Facilitator from the faculty or staff
- Selection of three members from each group by the applicants
- Nomination of a maximum of two members by the Facilitator
- Personal interviews of the candidates selected from the group discussion
- Final selection of club members on the basis of personal interviews
- Selection of President, Vice President, Secretary, Joint Secretary, and Treasurer from among the members in the presence of the Teacher Moderator



Rules & Guidelines

KIST aims to provide a harmonious and supportive environment for teaching and learning. Students are expected to treat all other students and members of the College community with honesty, respect, and maintain good conduct alongside self-discipline. Students need to observe the College Code of Conduct and other rules and regulations which are crucial in making our institution an excellent place for learning.

Purpose

1. The purpose of this Code is to set out the College's expectations of all students with regard to their personal conduct, behavior, and etiquette as well as to provide a procedure to handle misconduct.
2. This Code applies to any activity undertaken by a student, whether on or off the College premises, where that activity has or may have harmed either staff or students of the College or may have damaged the College's reputation or good standing.
3. The College expects all students to behave and conduct themselves in a way that does not hinder or damage its operation or reputation or do anything that may cause harm or bring disrepute to the College, its staff, other students or the public.
4. The College has a responsibility to take appropriate action to protect other members of the College community, and its reputation in case of any violation of the Code.

Expectations

All students must know the implications of the Code of Conduct and the rules & regulations of the College that affect them, or their behaviour, in any way. For the avoidance of doubt, this Code forms part of the overall rules & regulations of the College which each student, by accepting a place to study at KIST and by signing the Student Declaration upon enrolment on admission to the College, has undertaken, on oath, to fully observe whatever is legitimately required. The overriding obligation of all students is to act in the best interests of the College community at all times. All students are expected to:

1. Act and conduct themselves honestly and in accordance with the overriding obligation set out above and all the rules & regulations of the College
2. Act with regard to the health and safety of others
3. Act with regard to the College's good reputation and to ensure that their actions or inactions as a student do not harm, or bring into disrepute, the College's reputation or good standing
4. Respect the dignity and rights of others, including but not limited to privacy/personal data rights, irrespective of their background, ethnic origin or race
5. Comply with the terms and conditions of use of all College facilities whenever distributing, placing, or causing to be placed any postings or publications
6. Not behave in any way which impairs the reasonable freedom of other persons to pursue their studies, work, or research or to participate in the activities of the College
7. Not engage or otherwise participate, whether alone or acting in concert with others, in any form of misconduct

1. Identification

- i. Upon admission and enrolment at the College, each student is issued a photo identity card which is valid during his/her period of study at the College.
- ii. Each student is responsible for the use of his/her Student Identity Card which is not transferable to any other person. Students must ensure that their Student Identity Cards are kept secure and are not deliberately or inadvertently made available for use by any other person.

- iii. The Student Identity Card must be presented for identification purposes at the request of an authorised person of the College. Any student refusing to provide the Student Identity Card when requested by such an authorised person may be subject to disciplinary action.
- iv. Alteration, falsification, or misuse of the Student Identity Card is a violation of the Code of Conduct and other related College rules and regulations, and would be a reason for disciplinary action.
- v. Replacement of the Student Identity Card due to loss, damage, theft, or any requested alteration will be charged by the College

2. Attendances & Punctuality

Students are expected to have perfect attendance.

Attendance

- i. It is **COMPULSORY** for students to attend 90% of the total number of classes.
- ii. Strict compliance of College Schedules, Routines, or other patterned activities is a core aspect of proper attendance.
- iii. Students cannot go outside the College or their classrooms without permission. It shall be treated as an attendance violation.

Punctuality

- i. Students must be in the College premises before their classes start according to the given Schedules/Routines.
- ii. Habitual late coming shall invite disciplinary action.
- iii. Students must be inside their classrooms or labs before their classes or practicals start.

Absence

- i. The College ordinarily does not grant any leave to the students without their parents' or guardians' formal written requests.
- ii. Students are supposed to inform the Concerned Authority (i.e. their Coordinators/ HODs) of their absence from classes due to ill-health or any other serious problem. They need to produce supporting documents (medical certificates or other evidence as proof) on rejoining classes.

- iii. Absence includes skipping classes or lab work, absence for the day, leaving college without permission, overstaying after the end of sanctioned leave, not producing parents' or guardians' letters after long absence, inability to produce medical certificates or needed evidence after the stated illness or absence, and leave without permission.
- iv. Truancy, or being absent from College and instead going elsewhere for fun and frolic, shall invite strict disciplinary action.

3. Appearance

Dress Code

There should be no violation of the College uniform code and dress order.

Turnout

- No violation of the dress code or dress order is permitted whatever the circumstances; no modification of the specifications laid down by the College for uniforms or the dress order for a specific occasion shall be allowed.
- The uniform must be neat and clean.
- The size, shape, and pattern of the uniform must be standardized as defined by the College.
- In the winter season, students must wear the College blazer with/without the College sweater.
- The College has guidelines about the color of accompanying gloves, mufflers, and caps, if any.
- It is indispensable that students maintain their dignity when dressed in College uniform. Students are prohibited from wearing College uniform in tea shops, cinema halls, eateries, restaurants, clubs, bars, pool houses, or shopping malls and from behaving indecorously or too informally while in uniform.

Note: Students should have the good sense to dress neatly and modestly. The way that students dress has an impact on the College environment. Standards of dress and appearance should reflect a dignified approach to living in a community, adherence to social norms, and the minimizing of likely distractions to learning.

It is recommended that students come to the College in simple clothes suitable for an academic environment.

The following items are not allowed:

- Open or sleeveless dresses
- Figure-hugging or transparent dresses
- Half trousers or quarter pants
- Skirts
- Ripped or torn jeans
- Sandals or chappals for boys and high heel sandals for girls

Grooming

- i. Male students are encouraged to keep short and well-trimmed hair and have regular haircuts.
- ii. Students must be physically clean and properly groomed. We also advise them to wear properly washed and neatly ironed clothes.
- iii. Students must pay close attention to personal grooming. Long, coloured, bleached, or stylish hair or odd haircuts, excessive make-up, long nails, inappropriate attire, handbands, headbands, tattoos, amulets, chains, bracelets, obtrusive jewelry (including earrings for boys), fashionable bags, stickers, and goggles are strictly forbidden in the College.

4. Personal Items

- i. Students must switch off their mobiles in the classrooms, labs, and library.
- ii. Students are advised not to bring valuable things, e.g. costly materials, large sums of money, or expensive jewelry to the College. The College shall not be responsible in any way in case such things are misplaced, lost, or stolen.
- iii. Fashionable items or objects and things that can create a nuisance are not permitted inside College premises.
- iv. Pen knives or other dangerous blades, batteries, or chemicals are forbidden.

5. Assignments

1. Students must submit ALL assigned tasks – classwork or homework - fully completed to the concerned teachers or tutors in time.

2. The assigned tasks must be completed only after due understanding, careful thought, proper study, necessary planning, and adequate revising by the students themselves.
3. Slipshod, irrelevant, or incomplete assigned tasks may lead to minor disciplinary action.
4. Plagiarism is forbidden.

6. Examinations

- i. The College conducts two major internal examinations. For entry, an Examination Admit Card is mandatory. The College strictly monitors all the pre-conditions such as attendance or dues before issuing these Admit Cards to students for each of these examinations.
- ii. Students themselves must bring all the required stationery (except paper for answer sheets) to the examination hall.
- iii. Students must maintain satisfactory academic progress.
- iv. Students must abide by the governing rules and regulations of the College or the concerned University during the examination hours.
- v. Parents or guardians must also be present if the College is dealing with serious academic issues related to students – their wards.

7. Library

- i. Library Membership Cards are non-transferable. If the library Card of one student is used by another, the library Cards of both the students will be cancelled.
- ii. Students are not supposed to mark, fold, or tear books. If they do so, the Library authorities will not accept such books and the students would have to replace them. The same applies to books lost by borrowers.
- iii. Students cannot borrow magazines and daily newspapers. Such materials are to be read inside the Library only.
- iv. Strict discipline and absolute silence have to be maintained within the Library.
- v. Personal belongings are not allowed inside the Library. These should be kept on the shelves at the library entrance.

8. Laboratories

- i. Students must not be late for lab work.
- ii. Students must have 90% attendance in the concerned laboratory or laboratories.
- iii. The stationery required for lab purposes e.g. pencils, scales, erasures, drawing paper, practical sheets, and other items should be brought by the students themselves. They cannot go out to buy these or ask their classmates for the same at the time of experimenting.
- iv. Students are supposed to ask the lab staff for any lab instrument required. The same must be returned before they leave the laboratory.
- v. Any damage to the instruments or other pieces of equipment in any laboratory by the student must be compensated.

Computer & Internet Responsible Use Policy

Students have important responsibilities when using networks and accessing the Internet.

As a responsible and safe user of technology the student must understand that he or she must

- Respect and protect the privacy of others by using only assigned accounts
- Avoid viewing, using or copying unauthorized passwords, data, or networks
- Abstain from distributing private information in any form (such as emails, photographs, and other text messages) about others or themselves

Respect and protect the integrity and security of all electronic resources by NOT

- Providing access to our network to anyone outside the College community
- Destroying or damaging data, networking, or other resources
- Installing any software without authorization
- Creating “peer to peer” networks or sharing across the College network

Respect and protect the intellectual property of others by NOT

- Plagiarizing, copying, modifying, or presenting as their own the work of others found on the Internet or local intranet
- Infringing or violating copyright laws (including copying and transmitting documents, software, music, movies, games and/or video files) without license or permission

Respect and practice the principles of the College Code of Conduct by

- Communicating only in ways that are appropriate and respectful
- Avoid harassing, insulting, defaming, or attacking others through any digital communication (such as Facebook, Twitter, YouTube, or Blogs) which could amount to cyber bullying
- Not using vulgar or obscene language in any electronic communication
- Not sending emails that contain information which is abusive, impolite, offensive, defamatory, inaccurate, or illegal
- Not sending spam chain letters or other mass unsolicited mailings

All of these computer policies and communication protocols apply to USB flash drives and external hard drives brought into the College



Miscellany

Activities

KIST offers students many opportunities to take part in activities outside of the classroom. We have clubs & activities to provide unique learning and development platforms.

Cafeteria

The College has a cafeteria that provides hygienic and healthy food at affordable prices. Students are expected to maintain the cleanliness and orderliness of the cafeteria located in the College premises and to cooperate with the cafeteria staff.

Notices

Notices are pasted on College Notice Boards from time to time to keep all students posted about college activities. These notices are also accessible at www.kist.edu.np. It is the duty of students to look at the College Notice Boards daily and to follow up whatever relates to them in such notices.

Feedback

The KIST Feedback System enables students and parents or guardians to give timely feedback about academic and other matters to strengthen our College performance and output. We request everyone to give frank comments to make such input truly advantageous for all concerned. Your valuable feedback will certainly help the College to plan better and to improve its performance for the benefit of students. Feedback given by students, as far as practicable, should be online.

Suggestions or Complaints

KIST welcomes suggestions from students and parents or guardians so that the quality of services provided can be monitored or improved or modified as quickly and effectively as feasible. In case of any grievance or complaint, students and parents or guardians should immediately inform us. We always try to do our best to address genuine grievances or complaints swiftly through proper scrutiny. Suggestion-and-Complaint boxes are also available in the College.

