

Commitment to Excellence



# Student Handbook

2020/21





# STUDENT Handbook 2020/21



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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 comprehensively guides a student's collegiate life with us.

The Handbook has been developed in keeping with College policies to bring out the best in each of our pupils – academically, personally, and socially. It is therefore a bounden 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 growing confidence between parents or guardians, teachers, staff members, and students in a supportive and interactive atmosphere so necessary for the future success of each and every KIST Student.

Looking forward to working in partnership with you to achieve the best possible education for KIST scholars!

## 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.

The College provides individual and group counseling correlated with course studies and career guidance relevant to the 21<sup>st</sup> century to fulfill the immediate and future needs of students. Our counseling is also a fine backdrop for the general personality development of our pupils.

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

## Academic Programs

### +2 Program ■ (Science & Management)

The +2 is the pathway to further education for post-SEE (or equivalent level) students. The two-year +2 curriculum is an academically challenging period so our young scholars need to have motivation and should focus upon set goals. Close and regular interaction between students and teachers brings about active learning, good results, student satisfaction, and continuing interest in education.

### +2 at KIST

Our +2 program in combinational subject groups encompasses Science and Management. Our teaching methodology has been designed to ensure outstanding results. Our faculty delivers theory classes supplemented by practical demonstration, question-and-answer sessions, and discussions. To ensure the best results, students are required to do their daily homework, class assignments, special projects, individual or group presentations, and adequate self-study. KIST methodology emphasizes periodic assessment incorporating various tests.



## College Routine

The College Routine has been devised according to NEB, CDC, – Nepal and KIST policies for the academic achievement and overall development of each student.

KIST Class Routines (+2) have been standardized in keeping with the guidelines of the NEB & CDC relating to subject syllabi. Tutorial, practical, and demonstration classes have been set on the basis of period allocation for each subject.

### Commencement of Classes

| Shift   | Time     |
|---------|----------|
| Morning | 06.25 am |
| Day     | 11:10 am |

### Daily Period Allocation

|    | Science | Management |
|----|---------|------------|
| +2 | 8       | 5 (or 6)   |

### Description

- All regular classes for +2 follow the Academic Calendar.
- The Class Routine for all science students has been developed on a weekly basis incorporating theory, practical, and demonstration sessions.
- The Class Routine for all Management students is on a daily basis while practical & demonstration sessions of some subjects therein are according to subject guidelines.
- Classes consist of periods of 40 to 50 minutes' duration. In winter, each period is of 40 to 45 minutes' duration.
- Students can take additional subjects only after due permission from the concerned Coordinators/Principal who shall take into account need and aptitude.
- Extra classes are arranged according to situational requirements.
- Optional Synergy Classes (such as pre-medical or pre-engineering, CMAT Prep) are provided on weekly offs or holidays or vacations.

- Breaks between periods are mentioned in the given timetables.
- Physical Education (PE) activities (such as Games & Sports) have been allocated special timing and can also be practiced in the breaks between periods.
- Weekly Offs: Saturdays

*Note*

- Apart from the above timings for the day scholars of +2, KIST hostellers enrolled in either of these programs have to do prep along with additional classes in the evenings of their respective working weeks.

## Academic Calendar

The KIST Academic Calendar relates to each academic session for +2 students based upon the curricula, general guidelines, and College activities.

The Academic Calendar is distributed to each student at the beginning of the annual Academic Session.

The Calendar incorporates key information about academics, exams, and extra curricular activities over the academic year. It also mentions weekly offs, holidays, vacations, and collegiate functions.

It is the duty of each KIST Student to follow this Calendar strictly to derive full benefit.

## Class Work

In addition to regular lectures, presentations, and discussions relating to course work, all our students are expected to do class work in the form of assignments given to them from time to time by their teachers.

At KIST, all class work falls into two categories: Coursework and Class Assignments.

Class work comprises essays, numerical problems, exam questions, short questions, discussions, note taking, and workbooks for +2 students.

## Guidelines

- **Attentiveness:** Students need to pay complete attention in total silence to lectures and presentations. There is invariably a brief Question & Answer session at the end where they can interact freely with their teachers.
- **Note Taking:** To assist their memory and understanding students should learn how to take proper and concise notes. Such notes are essential for keeping in mind the salient points of each topic taught.
- **Comprehension:** Whenever students think that certain aspects of the topic taught is not clear, they must request the teacher to clarify those aspects.
- **Class Work Resources:** KIST provides ample class work resources such as handouts, internet and library facilities, and book or website references. Additionally, tutorials are also meant to help students do their class work in the best possible manner.

## Practicals

By learning practical laboratory skills, students become familiar with the body of knowledge, methods, and techniques that characterize science, technology, and management in real or applied situations.

Practicals are mandatory in some subjects which are an integral part of the curricula for +2. Periods for subject practicals are allocated as per guidelines of concern authority .

The overall marking of these subjects is based on a combination of both written and practical papers.

KIST teachers and technical staff provide close support to students to transform their learning into useful practical knowledge.

## +2

### Science

Practicals are conducted group-wise. Students in each of these practical groups must submit their practical records in the next practical class to the respective faculty member. These practical records are evaluated weekly.

There are 2 periods weekly for Physics, Chemistry & Biology each & 3 periods weekly for Computer Science.

Practical NEB Exam: A 3 hour long exam for each of these subjects is conducted before the NEB Exams.

### **Management**

Hotel Management students need to undergo demonstration studies related to the kitchen, front office, housekeeping, and food & beverages.

Computer Science students need to do 3 periods weekly. In addition to their assigned practical classes, students are provided with extra hours of computer lab facilities for project works.

### **Guidelines**

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

### **Safety Precautions**

- Risk assessment by students is most advisable before doing practicals. For eye protection, protective spectacles, or face shields should be worn whenever the risk assessment points to a risk of damage to the eyes or face.
- Safe working is the most important guideline. Many science processes can cause harm if not carried out safely. For example, heating ethanol over a naked flame makes a fire very likely, whereas heating it in a hot water bath makes a fire much less likely.
- Routine safety (and health) precautions **MUST** be observed while doing practicals.
- Students must know how to handle any usual hazardous situation possible. Hazards include many chemicals, electricity at high currents, or some micro-organisms and tools that may cause personal injury.

## Accuracy and Completion

- Students must strictly obey the rules of each laboratory in which they do their practicals for the successful completion of their tasks.
- The stationery required for lab purposes must be brought by the students.
- Students must closely follow practical lesson plans and instructions.
- They must record their work meticulously and neatly in their worksheets.
- To derive full benefit, students ought to have a clear practical focus while doing their work.
- Students should not damage anything in the laboratory in any way as all the equipment is for their own learning and progress.

## Academic Planners

The KIST Student Planner is essentially for recording student homework and, thereby, through strict monitoring of student application, to raise academic standards in both specific and general areas of scholarship. The Planner is organized according to the KIST Academic Calendar.

As a perfect pupil homework planner, it meticulously records all homework details subject-wise and mentions due dates of submission – daily, post-weekend, or weekly. Every student **MUST** bring his or her planner to College daily. The objectives of the Student Planner are homework recording, progress appraisal, and academic assessment.

The Planner is, nevertheless, much more than a homework diary. It assists students to plan their work, manage their time, and set targets for improvement while they acquire necessary study skills. It also enables students in coursework or forward planning. Significantly, it assists students to plan their timetable for studies at home which must be followed faithfully.

Furthermore, this Planner is vital for academic mentoring (along with target setting) and academic assessment on a monthly basis. The Evaluation Tables and the Counseling Summaries are vital aspects of such assessment and mentoring.

All these features of the Planner help to improve a student's work and set clear targets for improvement. Additionally, the Student Planner is used to review work performance on a periodic basis so as to set goals for each individual student during the academic session.

KIST believes that its unique Student Planner establishes a strong three-way communicational bond between students, their parents (or guardians), and the College. Such interaction leads to definite academic achievement. Equally importantly, the purpose of the Planner is to encourage students to take responsibility for their education through independent and target orientated learning and to certify that our teachers focus on Assessment after Learning and consequent pragmatic, customized solutions.

The Student Planner is a powerful tool in the hands of every dedicated student.

## Homework

Homework, 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.

To accomplish these objectives, homework may include, but not be limited to, different types of assignments such as reading (textbooks/reference), writing (notes/composition/essays/ exercises/practice materials), review (notes/class work), and study for tests.

### The Student's Role

The student's role is paramount for the proper completion of homework.

When an assignment for homework is given, the student should REMEMBER to do the following:

- Note the homework assignments in the Student Planner.
- Ask questions to ensure understanding.
- Assume responsibility for homework completion & quality.
- Use homework time most efficiently.
- Make full utilization of study guides, materials, or resources.
- Complete homework by fully utilizing study materials & available resources.
- Return ALL homework assignments on time.
- Review returned assignments for errors & comments.
- Plan for daily and long-term assignments.
- Obtain and complete, in a timely manner, assignments missed due to absence.
- Use free time to engage in recreational reading – newspapers, magazines, short stories, & novels.
- Inform parents of given assignments & their completion and request them to initial the Planner.

## Notes

Students are taught how to take down notes and encouraged to develop note taking habits in the class room (and at home for homework or self-study or class/exam preparation). The preparation of subject-wise and chapter-wise notes is essential. Frequent revision of notes is the best way to remember facts and to be able to derive full benefit from these notes.

## Assignments

The frequency of homework is related to everyday work or after-chapter completion of assignments, or those given on a weekly basis including the weekend.

Generally, KIST homework is on a regular, individualized basis. Group homework (assignments/projects) is given on occasions too as a part of special homework which may include extra homework or vacation work.

Content-wise, our homework usually comprises chapter-wise short questions with a level of difficulty graded hard, medium,

or easy. Other homework consists of questions-and-answers, chart preparation, or figures about topics of general interest. Special homework is given during the Dashain-Tihar vacation. It is mandatory for all. Exam preparatory homework includes short answer or numerical questions.

## Procedure

The Student Planner is the most important aspect of monitoring the completion of assignment under parent-teacher supervision. Students have to fill their Planners on a daily basis.

Homework is disseminated in classrooms and collected the very next day in the classroom or in the teachers' room. Homework submitted by students has to be returned to them in the classroom on the next day (for regular homework) & after 3 days (for special homework).

## Time Allotment

The amount of time spent doing homework is determined by a number of factors. Meaningful homework is given to extend and/or reinforce what is taught in the classroom. Some assignments are short-term, while others are of a long-term nature.

The recommended amount of time varies accordingly. Our college-bound students receive homework which should take at least two to three hours daily. Students ought to plan how much time they would need to give to different subject assignments during the working week and over the weekend.

## Correction & Evaluation

All homework is corrected by the concerned subject teachers who point out errors and suggest corrections. Evaluation is corrective and developmental calling for both error identification & comments (whenever necessary) with marking (Percentages/Ratios) or grading (Excellent, Very good, Good, Satisfactory, or Poor).

Reporting all the homework given (completed or not) is evaluated and/or recorded. Particular attention is paid to error identification, correction, and comments by the evaluators. Checks are made on a weekly/fortnightly/monthly basis section-wise and subject-wise. Related reports are made month-wise and term-wise about the performance of students.

## Non-performance

Non-performance in the sense of non-completion or irregularity or late submission/s would normally invite counseling followed by corrective action. Where such non-performance is habitual or deliberate, disciplinary action under KIST Policy shall invariably follow. Non-performance can affect the continuance of scholarships.

## Exams & Evaluation

### Exams

Exams 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 exam results.

KIST holds different exams where student learn and progress by their overall academic performance in their educational career. These exams are used for assessing the students in a 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 exams 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.

KIST exam papers provide for valid and reliable evaluation. Our assessment and grading/marking procedures ensure parity of treatment for all students irrespective of subject or exam 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 Term Exams and Class Tests. 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 Term Exams and Class Tests is given in the Academic Calendar, all the other tests (except for snap tests) are held only after notifying students.

### **Term Exams**

Term Exams are linked to the term-wise completion of the syllabi. The College conducts three Term Exams for all + 2 students. Each of these exams tests the portions of the syllabi covered by subject teachers that term, or cumulatively after the first term. They are considered very important for correctly evaluating the academic performance of KIST students.

- The 1<sup>st</sup> Term Exam is an introductory and generalized one.
- The 2<sup>nd</sup> Term Exam is a Send Up Exam.
- The 3<sup>rd</sup> Term Exam is a Pre-Board Exam. This Exam follows the exact NEB exam pattern as a set of full-length Model Tests.

Absence or failure in the Term Exams is compulsorily followed by a Re-Test with minimal fees. Students have to pass such Re-Tests.

### **Class Tests**

These are Monthly Tests which prepare students for the coming Term Exams. The Tests examine student learning of the course subjects taught during the period.

### **Special Tests**

There are a number of Special Tests conducted according to individual or institutional requirements.

They include Practice, Sample, Snap, and Corrective Tests. The Practice Test is a learning test which is applied either to whole groups or to individual students to instill actual learning. The Sample Test which covers certain aspects of the Board Exams is vital for academic achievement. The Snap Test is either a short or full test for random checking of student assimilation or error identification. The Corrective Test is intended to remove errors and incorporates a series of tests – some even after regular classes or on Saturdays/Sundays/Holidays or during Vacations – to assess student progress over a set period.

## Evaluation ■

Evaluation of student performance at KIST has both internal and external dimensions. Our Internal Evaluation is based on the student's academic performance and attendance along with participation in co-curricular/extra curricular activities and behavioral/disciplinary matters. The External Evaluation of each student is fully based on NEB assessment.

### Internal Evaluation

The Internal Evaluation at KIST for all its students primarily takes into consideration their performance in Term Exams and Additional Assessment (Class Tests, Assignments, and Attendance weightage). In addition, students are appropriately evaluated for their participation in co-curricular and extra curricular activities. Our Term Evaluation may report any matter relating to behavior or discipline.

The Term Evaluation is based upon the marks obtained in the Term Exam and an Additional Assessment.

1. The Term Exam accounts for 75% towards the Term Evaluation.
2. The Additional Assessment contributes 25% towards the Term Evaluation. For this, each subject is evaluated out of 25 marks on the following criteria:
  - A. Marks obtained in each subject in the Class Tests have been calculated out of 10.
  - B. Assignments, in each subject, are entitled up to 10 marks. The average marks obtained in different assignments during that term will be considered for this mark.
  - C. Attendance during each term can entitle the student to achieve up to 5 marks. The standard for awarding the marks for percentage of attendance is given below:

|         |         |
|---------|---------|
| 95-100% | 5 marks |
| 90-94%  | 4 marks |
| 85-89%  | 3 marks |
| 80-84%  | 2 marks |

*Students having less than 80% attendance will not be evaluated in this criterion.*

## Report Cards

The Report Card at the end of each term evaluates the academic and behavioral performance of each student. The evaluation is both objective (marks obtained) and subjective (teacher comments).

## External Evaluation

The External Evaluation of our students is the actual assessment which is done by the NEB/as per the directives of NEB. Students should therefore strictly follow the NEB curriculum, patterns, and guidelines.

## Feedback and Counseling

Feedback and counseling by each subject teacher and concerned staff member is invariably given on the Result Distribution Day following each Term Exam. All the students and parents or guardians need to attend this feedback and counseling session.

We also provide regular feedback and counseling during each term. The College can call parents or guardians and/or students at any time during the term about any pressing academic or disciplinary matter.

Advice and suggestions following such feedback and counseling are meant for the improvement of students and should be followed.

### *Note*

- Students must be able to maintain satisfactory academic progress in Internal Exams to appear in Board exams.
- Scholarship awardees must achieve the given targets in Exams for the continuance of their scholarships.
- Special Tests are assessed depending on their subject matter and the level of difficulty.
- The results distribution session is according to the College Academic Calendar.

## Board Registration & Exams

All the newly enrolled Grade XI students must fill up their NEB Registration Forms itself in compliance with NEB regulations.

Grade XII students have to fill in annual NEB Exam Form.

**Final Practical Exams:** These are 3 hour long exams for each subject conducted before the Board Exams in the presence of external examiners assigned by the NEB.

Students are not permitted to sit for exams in subjects other than those mentioned in their NEB Registration & Exam Forms.

In case of failure in a single subject, the student needs to sit for NEB Supplementary Exam held immediately after the publication of the results of that year. In case of failure in more than one subject, the student can sit for those subjects only in the annual NEB Exam of the following year.

## 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 tutorials are published for each term.

The tutorials are conducted for the benefit of students who may wish to do better, who wish to maintain their standard, and who find certain topics difficult. Since tutorials greatly help students achieve their maximum potential, regular attendance is highly advisable.

## Synergistic Classes

KIST offers unique synergistic classes for Grade XII students who wish to sit for competitive exams in medical, nursing, engineering, management and other areas of higher studies in the country and abroad. These classes are run on Saturdays, holidays and vacations.

Students are selected on the basis of their future academic and career interests. The College highly emphasizes the preparation of these students through effective teaching by well-qualified professionals.

## 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.

KIST has Core CCAs which includes:

### Science

- SciTech Exhibitions
- Science Project Competition
- IT Project Competition, Imagineering Competition
- Workshops, Instrumentation

### Management

- Management Project Competition
- Industry or Market visits
- Hotel Management: Demonstration & Excursion & Visits to Hotels, Vegetables & Fruits Carving Workshop
- IT Project Competition, Imagineering Competition

## Scholarships

KIST College awards numerous Scholarships based on merit, talent, and need to outstanding students.

These Scholarships recognize and nurture academic excellence. They are also meant for young achievers in science, arts, and sports and for deserving students facing financial hardship.

Our academic scholarships support and encourage existing scholarship holders to continue to perform meritoriously. They are also meant to motivate other students to excel in their performance during the Academic Year and thereby stimulate the overall academic milieu of the College.

Our talent-based scholarships nurture achievement in our young scholars in fields beyond academics. Our social equity and need-based scholarships identify and alleviate economic & social disadvantage amongst deserving students.

### Existing Scholarships

+2 students who were awarded Scholarships at the time of admission must fulfill all conditions relating to set targets in Term & Board Exams as tabulated and given in the guidelines for the continuance of these Scholarships.

## Table: Conditions Performance Scholarships

### 1 SEE Results

| Type | Particulars   | Science       | Management    |
|------|---|---------------|---------------|
| 1.1  | Merit Award I<br>(Full Scholarships)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i>        | Min. GPA 3.28 | Min. GPA 3.2  |
|      |   | Min. GPA 3.36 | Min. GPA 3.28 |
| 1.2  | Merit Award II<br>(100% Tuition Fee Waiver)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i> | Min. GPA 3.2  | Min. GPA 3.12 |
|      |   | Min. GPA 3.28 | Min. GPA 3.2  |
| 1.3  | Merit Award III<br>(50% Tuition Fee Waiver)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i> | Min. GPA 3.04 | Min. GPA 2.96 |
|      |   | Min. GPA 3.12 | Min. GPA 3.04 |
| 1.4  | Merit Award IV<br>(25% Tuition Fee Waiver)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i>  | Min. GPA 2.96 | Min. GPA 2.88 |
|      |   | Min. GPA 3.04 | Min. GPA 2.96 |
| 1.5  | Merit Award V<br>(10% Tuition Fee Waiver)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i>   | Min. GPA 2.88 | Min. GPA 2.8  |
|      |   | Min. GPA 2.96 | Min. GPA 2.88 |

### 2 Entrance Tests

| Type | Particulars  | Science       | Management    |
|------|--|---------------|---------------|
| 2.1  | Entrance Award I<br>(Full Scholarships)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i>        | Min. GPA 3.28 | Min. GPA 3.2  |
|      |  | Min. GPA 3.36 | Min. GPA 3.28 |
| 2.2  | Entrance Award II<br>(100% Tuition Fee Waiver)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i> | Min. GPA 3.2  | Min. GPA 3.12 |
|      |  | Min. GPA 3.28 | Min. GPA 3.2  |
| 2.3  | Entrance Award III<br>(50% Tuition Fee Waiver)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i> | Min. GPA 3.04 | Min. GPA 2.96 |
|      |  | Min. GPA 3.12 | Min. GPA 3.04 |
| 2.4  | Entrance Award IV<br>(25% Tuition Fee Waiver)<br><i>Minimum GPA in Term Exams</i><br><i>Minimum GPA in Board Exam</i>  | Min. GPA 2.96 | Min. GPA 2.88 |
|      |  | Min. GPA 3.04 | Min. GPA 2.96 |

## Guidelines about Conditions

- 1 An Awardee who achieves the set target(s) in the internal exams of the College will continue to get the benefit of the awarded Scholarship during the second academic year.
- 2 For the Awardees of Talent Scholarships, continued and commendable performance in their fields is compulsory for the continuance of the Scholarships.
- 3 If the Awardee is able to achieve the set target(s), after having been unable to do so in any previous examination during the academic year, the original Scholarship (awarded at the time of the admission) will be reallocated.
- 4 If an Awardee does not achieve the set target (s) as per the given tabulated conditions in any Term Exam, the scholarship amount awarded to the student (at the time of the admission) will automatically be reduced by 25% of the due tuition fee on assessment of academic progress.
- 5 All Scholarship Awardees must obtain at least Grade C in each subject in the Term Exams for the continuance of their Scholarships. In case of failure, the awarded Scholarships shall be suspended until they meet the given targets in the following Term Exams.
- 6 If an Awardee does not achieve the set target(s) relating to academic progress due to his or her non-performance in all the three Term Exams, the given Scholarship shall be cancelled.
- 7 If the Awardee fails to meet the required attendance and/or is guilty of violating the KIST Code of Conduct, the College will cancel the Scholarship.
- 8 If the Awardee has provided false or misleading information in the Admission Form, the College will cancel the Scholarship and the amount awarded shall need to be reimbursed by the awardee.

## Performance Scholarships ■

The College awards Scholarships during the Academic Year to those meritorious students who perform well in the Terminal Examinations.

| Type | Particulars                                 | Science              | Management           |
|------|---|----------------------|----------------------|
| 3.1  | Merit Award<br>100% Tuition fee waiver      | <i>Min. GPA 3.68</i> | <i>Min. GPA 3.68</i> |
| 3.2  | Achievement Award<br>50% Tuition fee waiver | <i>Min. GPA 3.52</i> | <i>Min. GPA 3.52</i> |
| 3.3  | Scholastic Award<br>25% Tuition fee waiver  | <i>Min. GPA 3.36</i> | <i>Min. GPA 3.36</i> |

## Guideline

Terminal Examination Performance: These Scholarships are awarded only up to the next Terminal Examination.

### Talent-based Scholarships

Outstanding achievement in science, arts, and sports during the Academic Year shall be suitably awarded through KIST Scholarships.

### Need-based Scholarships

Our talent-based scholarships nurture achievement in our young scholars in fields beyond academics. Our need-based scholarships identify and alleviate economic & social disadvantage amongst deserving students.

### Revocation

All scholarships are based on the given conditions and guidelines. Failure to meet these conditions or guidelines can lead to the revocation of any awarded scholarship.

Notwithstanding anything mentioned heretofore, any scholarship can be revoked if the awardee violates related provisions of the KIST Code of Conduct and its Disciplinary Policy.

### Appeals

Any awardee whose scholarship is revoked has the right to appeal against such revocation.

All appeals must follow the given procedure and guidelines. Failure to do so shall result in the dismissal of the faulty appeal. No further appeal shall lie against such a dismissal.

Appeals WILL NOT be entertained under the following conditions:

- The non-award of an Academic Scholarship
- Suspension of the awardee according to College policy
- Appeals can be made under the following conditions:
- Prolonged or serious illness or injury supported by medical documents
- When there is sufficient justification to do so

## Awards

KIST encourages all its students throughout the academic session by various awards to recognize and to nurture excellence in academic or co-curricular or extracurricular activities. These awards are in the form of certificates of excellence and commendation certificates with respect to fine performance and active participation respectively.

Excellence awards in academics are given to students who secure top positions – Grade XI & XII (Science & Management) and as well as to student toppers subject-wise.

These awards are also meant for outstanding individual and team achievements in co-curricular and extracurricular activities, particularly sports. Awards are also given for extraordinary commitment to social or scientific progress and noteworthy cultural contribution.

## Monitoring & Reporting

### Academic Monitoring

The College closely monitors the academic activities of each student throughout the academic session. In case of sudden or unexpected deterioration in academic performance, the same is communicated to parents or guardians as soon as practicable.

To make our academic monitoring fully effective we encourage the involvement of parents or guardians. All discussions with parents or guardians, unless there are unusual circumstances, will take place with the student in attendance so as to ensure a complete education for each student.

## Academic Non-Performance & Corrective Action

Academic Non-Performance includes non-completion of assignments, academic apathy, lack of progress, or failure in tests or exams. 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.

KIST written reports are high-quality, accurate documents which present focused, salient content to a specific audience – parents or guardians, KIST students themselves, counselors, faculty, and staff. Our reports are used to display the result of our assessment of a student's educational status and performance or an overview of the student's conduct and discipline. These include progress, appraisal, recommendation, counseling, and enquiry reports.



# Extra Curriculum

Students at KIST enjoy many opportunities related to art, drama, dance, music, sports, social service, youth groups, clubs or associations, competitions, leadership – and just plain fun!

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).

## Intra-College Activities

KIST offers its students many sports and games as a vibrant aspect of campus life such as Basketball, Football, Cricket, Table Tennis, and Chess among others.

Other extracurricular activities encompass Essay or Poetry or Short-Story Writing, Elocution & Debating, Quiz Contest, Sci-Tech Demonstration, Sanitation or Blood Donation Programs, and Awareness Campaigns.

Further, KIST's Fine Arts programs develop students' artistic gifts through the visual arts & crafts, theatre, dance, and music.

Most of these activities end up as synergy events interspaced during the academic session.

## KIST Clubs

The Clubs at KIST are varied in their aims or functions. They cover College Clubs, Professional Societies, Athletic & Sports Clubs, Hobby & Personal Clubs, Social Activities Clubs, Social Clubs, Service Clubs, and even Universal Clubs (in the offing!).

These collegiate Clubs help to foster student talent immensely and to involve KIST student 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

The Students' Club organize activities performed by students that fall outside the realm of classes. Such activities are outside the normal curriculum of college education.

Total members: 17 (President 1, Vice Presidents 5, General Secretary 1, Secretary 1, Treasurer 1, and Members 8)

Presidents of other Clubs may be selected as Special Invitees.

#### Functions

- 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

## **Sci-&-Tech Club**

Total members: 11 (President 1, Vice President 1, Secretary 1, Joint Secretary 1, Treasurer 1, and Members 6)

### **Functions**

- 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**

Total members: 11 (President 1, Vice President 1, Secretary 1, Joint Secretary 1, Treasurer 1, and Members 6)

### **Functions**

- 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 an IT based magazine

## **Sports Club**

Total members: 11 (President 1, Vice President 1, Secretary 1, Joint Secretary 1, Treasurer 1, and Members 6)

### **Functions**

- To introduce healthy physical activities
- To create interest in games and sports
- To spread awareness about public health
- To organize intra-college competitions
- To set up camps

## **Creative & Performing Arts Society**

Total members: 13 (President 1, Vice President 1, Secretary 1, Joint Secretary 1, Treasurer 1, and Members 8)

### **Functions**

- 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 talents

## **Literature Club of KIST**

Total members: 11 (President 1, Vice President 1, Secretary 1, Joint Secretary 1, Treasurer 1, and Members 6)

### **Functions**

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

## **Youth Red Cross Circle**

Total members: 11 (President 1, Vice President 1, Secretary 1, Joint Secretary 1, Treasurer 1, and Members 6)

### **Functions**

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

## **KIST Alumni Association**

KIST is most happy to announce the formation of this Association along with a Fraternity and Sorority with alumni from our College.

Our Alumni Association has been organized chapter-wise by country (ONLY for Nepal) and by continent (Asia [excluding Nepal], North America, Europe, Australia, South America, and Africa).

Total members: 11 (President 1, Vice President 1, Secretary 1, Joint Secretary 1, Treasurer 1, and Members 6)

### **Functions**

- To organize social events
- To publish newsletters & magazines
- To raise funds for KIST's Service Clubs
- 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**

Total members: 11 (President 1, Vice President 1, Secretary 1, Joint Secretary 1, Treasurer 1, and Members 6)

### **Functions**

- To work for community development – students, neighbors, and society
- To conduct social service campaigns
- To help crisis-ridden people during natural calamities like floods
- 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

### Inter-College Activities ■

These include Basketball, Football, Table Tennis, and Cricket Competitions.

Other activities cover competitions relating to Essay Writing, Poetry Composition, Short Story Writing, Debates, and Quiz. An Elocution Contest is also held. Science & Technology, Management as well as Art & Craft Exhibitions-cum-Competitions are very popular events.

## Physical Education

The College stresses the importance of Physical Education for all its students, in particular the boarders at the Halls of Residence.

Physical Education (PE) is an integral part of the College extra-curricular program. It aims at nurturing the relationship between cognitive functions and physical movement in our secondary level students.

PE trends at KIST incorporate a variety of activities and stress-reduction techniques whereby students develop good activity habits. Teaching sports motivates them to be active, helps them to learn about different cultures, and provides modern opportunities to integrate academic concepts from other subjects. This also fosters fitness and teamwork.

Competitive sports are another area where KIST encourages its students. Games like table tennis, basketball, cricket, chess and football are popular in our campus life.

PE at our College goes beyond mere physical instruction or activity as we make our students aware about practicing good hygiene along with other health topics. We also include lessons on resisting bullying, raising self-esteem, managing stress, and containing anger.

With our commitment to social inclusiveness, Adapted Physical Education (APE), a sub-discipline of physical education, focusing on students with special needs is also on offer.



# Conduct

## Overview

Positive behavioral patterns are essential for inculcating inviolable discipline without which students cannot excel.

We aspire, consequently, to implement the KIST Code of Conduct both in letter and in spirit. To help KIST scholars rigorously observe this Code in their daily collegiate interaction, and out-of-college activities, we have decided to brief them fully about the Code of Conduct as well as to provide them with copies of the Student Handbook incorporating all the rules and regulations meant to be scrupulously followed by them.

When and where the KIST Code of Conduct is violated in any way, we invariably address such violations first through positive practices which are only then followed by corrective ones. Punitive action, for us, is the last resort.

Where we are constrained to take action against any delinquent student, we see to it that we give him or her a fair chance to represent his or her case (through an impartial pleader, if necessary); we hold a proper enquiry (for major infractions which invite zero tolerance) while doing away with unnecessary delay; we consider the quantum of punishment so that we are not harsh in our judgment; we ensure that there is no abuse of official position while deciding the disciplinary matter in question; and, we see to it that there is no infringement of basic Human Rights.

The College authorities, however, expect all their students to show admirable behavior emanating desirable qualities like courtesy, respect, tolerance, good humor, cooperativeness, humility, commitment, initiative, self-reliance, and integrity. It has been seen that these qualities support self-discipline, institutional discipline, and social discipline.

As a general observed Code of Conduct, the College requires students to behave ethically and to respect societal norms. It is of utmost importance that our young scholars ought to maintain cordial relations with all their classmates, and must respect the college staff and teaching faculty. Above all, students should do nothing which could damage public or College or personal property.

These fair expectations will, almost certainly, help all of us to achieve the behavioral targets and disciplinary aims of the institution. Such disciplined, and civilized, behavior will allow students to learn and teachers to teach.

Behavioral habits, especially self-control, form the bedrock of academic discipline. The paramount necessity of discipline for workplace – school, college, or university – success is apparent to the right-minded. Eventually, it is discipline that delivers quality education, produces meritorious results, and fosters all-round development.

## Code of Conduct

All KIST students have to comply with the KIST Code of Conduct.

### Responsibilities

- To be polite and respect others
- To be truthful, reliable and dignified
- To meet classroom expectations, to contribute to classroom learning, and aim not to disrupt effective learning and teaching
- To exhibit mature and safe behavior around the College
- To respect differences and not to 'put down' physically or verbally, those less able, more able, with different talents, and from different ethnic groups, races, or genders
- To respect other people's reputation and personal property and never to indulge in backbiting or needless gossip
- To promote the College positively without overt reference to other colleges' failures or their inability to meet KIST's high standards
- To respect rules about appearance and the uniform code

- To look after the College environment by not littering or vandalizing College property

## Rights

- To be happy and to expect to be treated with understanding
- To expect students to learn, and teachers to teach without interference and annoyance from others
- To learn and interact with others without being hurt mentally or emotionally
- To be treated as an individual, to be proud of achievements, and to be safe from bullying and harassment
- To expect your property to be safe
- To enjoy the traditions and culture of KIST

## Guidelines

### 1. Identification

All students must have a student identity (ID) card. This card is only valid while studying at KIST. The ID card must be carried at all times while on College premises and may be required to be produced on demand.

The student ID card must be presented when borrowing books from the library, when accessing the labs, and when doing exams or tests. It is also used while paying library fines or fees or for other services. If the card is lost, a fee may be levied for its replacement.

### 2. Dress Code

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

#### 2.1) 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.

- iii. The size, shape, and pattern of the uniform must be standardized as defined by the College.
- iv. In the winter season, students must wear the College blazer with/without the College sweater.
- v. The College has guidelines about the color of accompanying gloves, mufflers, and caps, if any.
- vi. 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.

## 2.2) Grooming

- i. Students must be physically clean and properly groomed without seeming too fashionable. We also advise them to wear properly washed and neatly ironed clothes.
- ii. Students must pay close attention to personal grooming. Long, colored, bleached, or stylish hair or odd haircuts, excessive or incongruous make-up, long nails, inappropriate attire, hand bands, headbands, tattoos, amulets, chains, bracelets, obtrusive jewelry (including earrings for boys!), fashionable bags, stickers, and goggles are strictly forbidden in the College.

## 2.3) Appearance

Students should appear neat and tidy at all times. Decency and tidiness are overriding factors which are crucial to self-management and social esteem.

## 2.4) Accoutrements

- i. Students should not bring magazines, comics, newspapers, pictures or photographs, non-course or non-library books, or e-books.
- ii. Students are not allowed to bring mobiles, ipods, MP3s, e-readers, and other electronic gadgets (apart from laptops, electronic dictionaries, or calculators) to the College. If the students are found using mobiles within the premises of the College, their mobiles will be seized. In case of any genuine requirement or problem, students can use the College telephone.

- iii. Students are warned not to bring valuable things, for example costly materials, large sums of money, or expensive jewelry. The College shall not be responsible in any way in case such things are misplaced, lost, or stolen.
- iv. Fashionable bags or objects or other nuisance items are NOT permitted inside College premises.
- v. Pen knives or other dangerous blades, batteries, chemicals, or explosives (including fireworks) are strictly forbidden.

### 3. Attendance ■

Students are expected to have perfect attendance.

#### 3.1) Attendance Violation

- i. It is MANDATORY for students to attend at least 90% of the total number of classes in order to get clearance from the College to sit for the Board or other Exams.
- ii. Strict compliance of College Schedules, or Routines, or other patterned activities is a core aspect of proper attendance.
- iii. Students cannot go outside the College or their classrooms without proper permission. This shall be treated as an attendance violation.
- iv. Long unexplained absence (15 days or more) may result in expulsion from the College.

#### 3.2) Tardiness

- i. Students must be inside the college premises before their classes start according to the given Routines.
- ii. Tardiness, or habitual late coming to college, shall invite disciplinary action.
- iii. Students must be inside their classrooms, or labs, before their classes, or practicals, start.
- iv. Habitual late entry for classes shall invite corrective action.
- v. Students ought to be most punctual, orderly, and quiet when entering classes, tutorials, practicals, or while taking part in other college activities.

- vi. Drinking water, going to the toilet, or visiting the cafeteria during or before classes cannot be used as an excuse by any student for being late or not attending his/her class.

### 3.3) Irregularity

Students must be regular for classes and tutorials.

### 3.4) 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 Coordinator) 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 guardian's letters after long absence, inability to produce medical certificates or needed evidence after stated illness or absence, and leave without permission.
- iv. Truancy – being absent from college and instead going elsewhere for fun and frolic – shall invite strict disciplinary action.

## Academics

KIST expects all its students to learn as much as they can so as to get excellent results.

### 1. Assignments

- i. Student Planners must be meticulously maintained and got signed by the parents or guardians for day scholars or the Resident Academic/Hostel Supervisors for boarders and brought daily to class. They shall be periodically checked by the concerned teachers.
- ii. Students must submit assigned tasks entered in their Planners fully completed to their teachers or tutors in time.
- iii. The assigned tasks must be completed only after due understanding, careful thought, proper study, necessary planning, and adequate revising by the students themselves.

- iv. Slipshod, irrelevant, or incomplete assigned tasks may lead to minor disciplinary action.
- v. Plagiarism is totally forbidden.

## 2. Exams ■

- i. The College conducts three major internal exams. For entry, an Exam 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 exams.
- ii. Students themselves must bring all the required stationery (except paper) to the exam hall.
- iii. Students must be able to maintain satisfactory academic progress in these exams to appear in the Board exams.
- iv. Students must abide by the governing rules and regulations during the exam hours.
- v. To obtain copies of their internal results, students need to have their parents or guardians along with them.
- vi. Parents or guardians of students must also be present if the College is dealing with serious academic issues related to their children or wards.

## 3. Non-Performance ■

Academic Non-Performance, which covers non-completion of assignments, academic apathy, lack of progress, and failure in tests or exams, normally invites corrective or even disciplinary action.

## 4. Library ■

- i. A Library Membership Card is issued to every student. A student with such a Card is entitled to draw books from the Library and is personally responsible for the book(s) loaned.
- ii. 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 canceled.

- iii. Only two books are issued at a time, and the student must return these within a week.
- iv. 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.
- v. Students cannot borrow magazines and daily newspapers. Such materials are to be read inside the Library only.
- vi. Strict discipline and absolute silence have to be maintained within the Library.
- vii. Personal belongings are not allowed inside the Library. These should be kept on the shelves at the entrance to the library.

## 5. Laboratories

- i. Students must not be late for lab work.
- ii. It is compulsory that students complete their initials prior to the experiments in the Physics, Chemistry, or Biology Labs.
- iii. Students must have at least 90% attendance in the concerned laboratory or laboratories.
- iv. The stationery required for lab purposes e.g. pencils, scales, erasures, dissection boxes, 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 doing experiments.
- v. Students are supposed to ask the lab staff for any instrument required. The same must be returned before they leave the laboratory.
- vi. When their normal classes are over, students who do not have Computer Science as a major subject can also use the Computer Lab with the permission of their Coordinator.
- vii. Any damage to the instruments or other pieces of equipment in any laboratory by the student must be compensated.

## 6. Academic Misdemeanor ■

- i. It is particularly important that no one, either through neglect or lack of concern, interferes with the rights of others to pursue their rightful responsibilities and obligations.
- ii. For students, irresponsible behavior in College, class, on or off campus, or the defiance of the authority of a teacher will not be tolerated.
- iii. Cheating – students may feel tempted to cheat by bringing notes into a test room, glancing at another student's worked answer, or communicating with another student during a test. Such an offence will not be tolerated by the College. Cheating will lead to cancellation of the student's test result/s or assignment/s, the informing of parents or guardians, the reworking of the paper/s or assignment/s on weekly offs at the College itself.

## Non-Academics ■

KIST expects all its students to take part in co-curricular and extra curricular activities as they support academic progress and foster personal development.

### 1. Lethargy ■

Students who are members of clubs or associated groups need to exert to deliver satisfactory results or to perform appreciably. Corrective action shall be initiated against indolent students and a note to this effect shall be made in their Records which may hamper the issuance of diverse College Certificates.

### 2. Non-Compliance ■

- i. Non-compliance of directions given shall tantamount to Non-Academic Misdemeanor and would invite corrective or disciplinary action.
- ii. When a student accepts membership of a College team, club, society, group, or program, he or she also accepts all the commitments involved in that membership, for not to do so is a mark of disrespect towards the other members of the group concerned. Attendance at all events or training or rehearsal sessions is compulsory unless prior leave has been granted by the Concerned Authority.

### 3. Flagrant Disobedience ■

Openly flouting directions or orders or evident disobedience shall invite strict action. Such actions normally invite suspension followed by necessary action.

## Services ■

KIST wishes to give the best available services and facilities to all its students – day scholars or boarders – provided that they comply with the letter and spirit of the User’s Agreement.

### 1. Cafeterias ■

All students’ are welcome to use our Cafeteria facilities so long as they abide by the pre-conditions and behave correctly.

### 2. Transportation ■

Transport Service is readily available for all day scholars. Students must be heedful of the Transportation Rules & Regulations which also govern their conduct.

### 3. Halls of Residence ■

Hostel accommodation for both male and female students is available on need or first-come-first served basis. Strict behavioral norms and stricter Rules & Regulations ensure perfect inmate conduct.

## Responsible Use ■

As users of the College Information and Communication Technology systems – computers and the internet – students have important responsibilities when using the network and accessing the Internet. All KIST students must abide by the Computer & Internet Responsible Use Policy below.

As a responsible and safe user of technology the students must understand that they

1. Respect and protect the privacy of others by
  - i. Using only assigned accounts
  - ii. Avoid viewing, using, or copying unauthorized passwords, data, or networks

- iii. Abstain from distributing private information in any form (such as emails, photographs, and other text messages) about others or themselves
2. Respect and protect the integrity and security of all electronic resources by NOT
  - i. Providing access to our network to anyone outside the College community
  - ii. Destroying or damaging data, networking, or other resources
  - iii. Installing any software without authorization
  - iv. Creating “peer to peer” networks or sharing across the College network
3. Respect and protect the intellectual property of others by NOT
  - i. Plagiarizing, copying, modifying, or presenting as their own the work of others found on the Internet or local intranet
  - ii. Infringing or violating copyright laws (including copying and transmitting documents, software, music, movies, games and/or video files) without license or permission
4. Respect and practice the principles of the KIST Code of Conduct by
  - i. Communicating only in ways that are appropriate and respectful
  - ii. Avoid harassing, insulting, defaming, or attacking others through any digital communication (such as Facebook, Twitter, YouTube, Blogs) which could amount to cyber bullying
  - iii. Not using vulgar or obscene language in any electronic communication
  - iv. Not sending emails that contain information which is abusive, impolite, offensive, defamatory, inaccurate, or illegal
  - v. Not sending spam chain letters, or other mass unsolicited mailings

*Note*

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

## Breaches & Consequences

Every student must be clear that depending upon the nature of the breach, a first offence in relation to anything mentioned in the Computer and Internet Responsible Use Policy above could lead to suspension or expulsion.

## Misbehavior

KIST expects all its students to behave like gentlemen and ladies who are exemplars of fine behavior and great decency.

### 1. Behavioral Disruption

- i. Behavioral Disruption comprises inappropriate language (verbal or written), gestures, or signals towards college personnel (staff or faculty), students, neighbors, or public visitors.
- ii. Such Disruption also consists of the deliberate violation of the hands-off rule (touching, pushing, pulling, or grabbing) and disruption of class activities (goofing around, inappropriate noises, whispering, passing notes, doodling, playing games, text messaging).

### 2. Driving & Parking

- i. Infringement of Driving & Parking Rules includes aggressive driving, rash driving, hitting gate-posts or walls or other vehicles inside the College area, over-speeding (above 30kmph adjoining College premises), noisy driving, blowing horns loudly, blatant parking violations, or clumsy handling of vehicles.
- ii. Using motor-cycles or cars without the written permission of the College authorities is not acceptable.

### 3. Inappropriate Actions

- i. Inappropriate Actions mean eating or drinking in classroom(s), consuming food or beverages in undesignated areas.
- ii. Other Inappropriate Actions describe littering the campus and adjoining area(s), spitting outside rest rooms or spittoons, wiping hands on curtains, messing or throwing

up (deliberately) outside restrooms, using mobiles within the College, flinging bags or personal belongings in a disorderly, rough, rude, or violent fashion, rough handling of movable/immovable college property, writing or drawing or etching on furniture or walls, disfiguring or damaging college property including posters, notices, displays, or decoration, graffiti of any sort, damage to institutional or private property, and any misconduct or mischief resulting in any damage to property.

- iii. Graffiti of any type is not permitted on students' text books, exercise books, bags, equipment, or College property.
- iv. The possession of tobacco products (cigarettes or cigars), smoking such habit-formers, or chewing of any tobacco product is totally forbidden. Strict action is normally taken to prevent these bad habits from spreading.
- v. Smoking within College premises or in uniform shall be treated even more strictly. If repeated, such an action would normally invite suspension followed by necessary action.

#### 4. Unacceptable Actions ■

- i. Unacceptable Actions relate to all institutionally objectionable actions like writing or drawing or scratching or pasting obscenities or provocative or insulting material on college furniture or property, movable or immovable, like compound walls.
- ii. Vandalism of any sort shall NOT be tolerated at all.

#### 5. Abuse ■

Abuse is a broad term encompassing harassment (worrisome words, gestures, or actions about nationality, culture, race, ethnic background, or religion, or about physical differences, or about gender differences, and comments which are offensive or vulgar), bullying, and hazing.

#### 6. Threats ■

Threats include any form of threatening, intimidating, or menacing college personnel or fellow students through hand gestures, written materials, or posturing.

## 7. Pre-Fight Behavior

Pre-fight behavior is clearly aggressive – challenging others to fight, encouraging or inciting or abetting others to fight, spreading malicious rumors or speaking in a way so as to provoke a quarrel or fight.

## 8. Gross Misbehavior

KIST does NOT condone extreme indiscipline or gross misbehavior by any student.

### 8.1) Serious Abuse

This is a term for physical bullying, indecent ragging, bodily confinement or hurt, or sexual harassment. Such actions normally invite suspension followed by necessary action.

### 8.2) Gross Indiscipline

- i. This includes habitual non-compliance of directions or orders of the faculty or staff who handle academics or co-curricular or extra-curricular activities. It also includes repeated and/or unjustifiable failure in tests or exams.
- ii. It also includes indecent or disruptive behavior like running wildly, shouting, displaying affection publicly, cursing, mock-fighting, or acting in a disruptive manner on college grounds or its campus or buildings.

### 8.3) Possession of Banned Items

The possession of weapons generally – arms or ammunition, knives, sticks, rods, or any weapon of offence or contraband items, explosives, fireworks, or other dangerous objects (razor blades, knives, sling-shots, paint guns, lighter fluid, laser pointers, metallic bars) amounts to a serious breach of conduct and invites severe action.

### 8.4) Physical Aggression

Physical aggression of any sort against any person within KIST will be considered as gross indiscipline. Such actions normally invite suspension followed by necessary action.

### 8.5) Fighting

Fighting or participating in or even abetting or aiding anybody in a fight shall normally invite expulsion.

### **8.6) Substance Abuse**

- i. The College has a zero-tolerance policy towards personal substance abuse—the solicitation, possession, or consumption of alcohol, drugs, look-alikes, or paraphernalia. If proved, it shall invite expulsion.
- ii. The College also has a zero-tolerance policy towards the consumption of alcohol or drunkenness howsoever slight. If proved, it too shall invite expulsion.

### **8.7) Forgery & Impersonation**

- i. Forgery would include fabricating signatures, falsifying or altering documents, tampering with ID cards, or preparing false progress reports. If proved, it too shall invite expulsion.
- ii. Impersonation would include writing assignments or tests or exams for somebody else and using someone else's identity card or library cards.

### **8.8) Gangsterism**

- i. Gang related activity includes making pairs or groups of three persons or more with a view to intimidate others or initiate, encourage, promote, or participate in such criminalized activities which threaten the personal safety or the property of others.
- ii. Gangsterism within or outside the College shall not be tolerated. If proved, it shall invite expulsion.

### **8.9) Street Fighting**

The College will not tolerate any form of street fighting whatever the provocation. Expulsion would follow invariably.

### **8.10) Theft**

- i. Stealing cases shall be dealt with severely.
- ii. Theft or burglary in the Halls of Residence shall invite expulsion, if proved, from the concerned Hostel.
- iii. The wrongful possession of any confidential document of or any property solely belonging to KIST shall be dealt with as a theft case. Such an action shall invariably invite expulsion.

### 8.11) Immoral Activities

Morally reprehensible acts of any type shall invite expulsion.

### 8.12) Subversion

Subversion includes any act or conspiracy by one student or more which undermines or damages the College in any way or lowers its dignity in the eyes of the public at large. It could mean rumor mongering or inciting students to rebel or ruining institutional reputation online or in the media. If there's sufficient evidence, subversive activities of any sort shall normally invite expulsion.

### 8.13) Drug Peddling

This is undeniably a criminal activity, and if discovered, or suspected, the College shall inform the concerned authorities to take necessary action

### 8.14) Criminal Behavior

- i. Theft or Extortion or Robbery means stealing or attempting to steal college or private property, or wrongful gain through threat or coercion or physical force. Such behavior would invite suspension leading to expulsion.
- ii. The law of the land shall rule and the College will not assist any student guilty of *any* criminal action, or association, in any way whatsoever. Such an action shall invariably invite expulsion.

## Disciplinary Action

1. The College maintains very strict discipline in all matters pertaining to student behavior. Nevertheless, disciplinary action is either minor or major depending upon the nature of the misdeed or infraction. Such disciplinary action follows suitable counseling, parental involvement, and corrective practices.
2. The College will immediately take strict action against any student who commits any act of a violent nature (vandalism, fighting, physical and verbal threats, abusive, and filthy language). Suspension followed by an Enquiry and/or Expulsion is usual in such cases.

3. It may be necessary under extremely serious conditions for parents or guardians to be requested to remove their child from college for a limited time or even permanently. These steps are taken only as a last resort and after the deepest consideration.
4. The College Authority can penalize any undisciplined act by a stiffening of the action taken by combining penalties or substituting one penalty by another or by reducing quantum of punishment according to the special circumstances of any concerned case.
5. In case a minor infraction becomes recurrent, the action taken by the College Authority would normally be recommending withdrawal but it could also lead to expulsion keeping in mind the circumstances.
6. Compounding of penalties: When a student commits more than one type of infraction at the same instance, the College Authority can compound action taken if it considers such action necessary.
7. If any damage is caused by or because of any student's act of indiscipline to personal or institutional property, the delinquent student shall have to bear the costs of repair or replacement immediately.
8. In case of any dispute, the decision of the College Management shall be final and binding on the students, and their parents or guardians.
9. Notwithstanding anything mentioned heretofore, the College can alter, amend, or rescind any of the above Guidelines at any point of time with due notice. Students will continue to be bound to the new Guidelines as of before.

KIST provides counseling as an essential service which is available to its students at all time.



# Counseling

KIST provides counseling as an essential service which is available to its students at all times.

Our counseling is based on the belief that each student is a unique individual with specific needs. We recognize the importance of supporting the positive growth of each individual in areas relating to ongoing academics, personal development, social harmony, and effective career-planning. We have found that our counseling plays a key role in meeting these vital needs and fostering academic achievement and personality development.

Counseling at KIST is two-fold: Academic and Personal.

## Academic Counseling

Such counseling focuses on advising students about choosing courses and subject combinations and gives sound in-course guidance. The counseling extends to study abroad institutional search, career counseling, and facilitation for scholarships or financial assistance through individual and classroom sessions at each level of study.

This counseling also incorporates presentations on academic course selections and planning, registration information, college or career planning issues, and personal plans of study with an eye to graduation requirements.

## Personal Counseling

Such counseling is a key support service that guides students about self-awareness, decision-making, and problem-solving strategies which bear on student behavior and their eventual success. The counseling prepares students for transition issues and independent living.

This counseling also includes suitable guidance to meet the specific or changing needs and problems of our students. Individual counseling therein ranges from personal problem solving or mental health issues to crisis counseling. Counselors encourage a positive attitude to such guidance.

## Counseling on Demand

Both Academic and Personal Counseling are available to all students – individually or, if need be, even group-wise – on demand.

Students themselves, or their parents or guardians, can request for the same as and when they really feel the need for such in-depth counseling. We encourage parental involvement since we feel that an extension of parenthood into collegiate life is a purposeful action.



# Services & Facilities

## Information System

The KIST Information System is a fully web-based integrated College information system that connects students, parents or guardians, teachers, and staff. By providing quick and easy web access to all pertinent college information such as notices, routines, attendance, results, assignments, and fees, our holistic system brings all related people together efficiently and productively.

### Features

- Integration of all administrative activities in one system
- Web-based access from any internet-connected computer without the requirement of any special software
- 24 hours a day/365 days a year availability

### Attendance

Daily attendance is easily maintained through and then automatically updated by the T & A Machine. The Administrator can immediately check the exact number (and full names) of absentees or the entry and exit time of any student. This apart, the parents or guardians can also check whether or not their wards are absent. Additionally, they can view the actual attendance record over any period of time.

The most wonderful benefit of this system is that both the Administrator and parents or guardians can easily keep track of anybody who has arrived late at the College or has bunked some classes, or, if necessary, even track down anybody during College hours for any special reason.

## Academic Calendar

The KIST Academic Calendar is used to present relevant information graphically and speedily. A single click allows access to any useful or important detail.

## Results

Exam or test results are automatically generated by posting data from student records. The marks obtained, highest marks, class ranks, awards, and other relevant student-centered information are automatically generated as per the standards set by the College. Likewise, the past academic performance of any student can also be viewed easily.

## Class Routine

Students can view their daily, and weekly, class routines which are promptly updated if any change occurs. These routines also show the names of the respective section-wise subject teachers.

## Fees

Needed information regarding the accounts section such as fees can be readily viewed. The concerned students and parents or guardians can check the paid or outstanding amounts, dates of payment, and other related matters.

## Discipline

Disciplinary action, if any, is shown according to the type of incident and the action taken. Corrective measures could be mentioned as well.

## Assignments

Online assignments given by teachers can be accessed by students through the College LMS. The titles and subjects of these assignments and the names of teachers giving the assignments including deadlines are available on the LMS.

## Online Accounts

To create an Online Account, please go to: [www.kist.edu.np](http://www.kist.edu.np).

For Students: Under the login section choose the STUDENT user button and fill the online form. The system (login ID) is automatically created if items marked with an asterisk (\*) match with the information given in the application forms filled at the time of the admission of the students. [The Bar code is imprinted on the Student's Identity Card.]

For Parents or Guardians: Choose the GUARDIAN user button and fill the online form. The system is automatically created if items marked with an asterisk (\*) match with those given in the application forms at the time of the admission of their sons/daughters/wards. [The Guardian Registration Code Number can be collected from the College Administrator via telephone or email.]

In case any information in our info system is incomplete or incorrect, please inform us immediately. We would also appreciate suggestions for improving it for the benefit of all concerned.

#### *Note*

For any technical help (or snag), kindly contact the College Administrator.

## Transportation

KIST College buses operate within Kathmandu Valley in three districts: Kathmandu, Lalitpur, and Bhaktapur. KIST Transportation serves as many students in need of reliable transport to and fro the centrally located College as feasible.

This core service provided by the College helps in making student passengers comfortable, punctual, and efficient.

### OPs Information

For this academic session (2020-2021), the College Motor Transport Department has four bus schedules in operation.

Student passengers, preferably after careful consultation with their parents or guardians, need to choose those bus schedules which best meet their requirements and then only intimate their choice in writing to the Motor Transport Officer (MTO), KIST College. They would also need to indicate whether they would like to use this transport service one way or both ways as per availability mentioned in each of the bus schedules.

## Halls of Residence

KIST Halls of Residence comprise separate hostels for boys and girls.

The hostels have a congenial atmosphere catering to academic and personal need. Moreover, the residential infrastructure and our distinctive logistics are aimed at making our boarders well-organized and contented as they strive for academic accomplishment.

## Accommodation & Utilities

Living spaces for hostel residents consist of well-ventilated single or shared rooms or small dormitories. These spaces are ideal for academic life.

## Food

KIST provides a comprehensive meals service to its boarders.

Five nutritionally balanced well-cooked meals are provided: Early Breakfast (06:00 hrs), Morning Meal (10:00 hrs), Tiffin (14:30 hrs), Evening Tea (17:30 hrs), and Dinner (20:00 hrs).

## Prep & Resource Center

This important service takes care of homework completion, lesson preparation, or additional study of all boarders.

The College Library is open for hostel inmates till late evening from Sunday to Friday.

Schedules Boarders must strictly comply with hostel schedules, or related routines.

## Cafeterias

The College has two cafeterias for day-scholars and boarders in its premises which provide hygienic and healthy food at affordable prices.

Students are expected to maintain the cleanliness and orderliness of these cafeterias and to cooperate with the cafeteria staff. Decent and cordial behavior from all concerned is necessary for the smooth functioning of these eateries.

# Online Learning Guidelines

Dear Students, we would like to share our guidelines about online learning at KIST. Making yourself ready for further studies is a real challenge in these unusual circumstances, and some of you might be new to online classes. So, we have made these guidelines to help you overcome any difficulty. We shall be happy to support you in our virtual classes which have now become an integral part of your studies. Good luck

## **Your Responsibilities**

1. Join the scheduled online classes in time.
2. Do your classwork with utmost sincerity.
3. Complete & submit homework assignments within deadlines.
4. Follow the instructions of teachers & administrators.
5. Be regular in your attendance.
6. Avoid all distractions while studying online.
7. Stick to the basic rules of online learning.

## **Basic Rules for Online Classes**

1. Log in using the Student Email ID given by the College.
2. Keep the video on during the entire class.
3. Mute the audio except when you are allowed to unmute.
4. Raise your hand if you have a query.
5. Use the chat area for any clarification.
6. Dress appropriately and be properly groomed.
7. Maintain decent behaviour and use polite language.
8. Use your latest photo for a profile background where necessary.
9. Do not use other applications during class time.

## **Attendance**

Attendance is recorded automatically once students join live classes on our Education Platform.

### **Online Assignments**

Online assignments can be submitted through our LMS. The grades and progressive reports of students are also recorded there.

### **Communication**

KIST communicates important notices, messages, and updates to students and parents or guardians through SMS, email, its LMS, and College website.

### **Student Email ID**

The College provides an Email ID of KIST to each student. Students can log in our LMS for online classes only through this ID. This Email ID is also used for college correspondence.

### **Virtual ECAs & CCAs**

We offer a variety of virtual extracurricular and co-curricular activities to our students. These provide opportunities for students to interact with other students, explore topics, and showcase their talent. All this keeps students actively and refreshingly engaged.

### **Online Counseling**

KIST offers online counselling on request to students with specific needs. This counselling covers academic support and further studies.

### **Technical Requirements**

Zoom app must be installed on your computer or smartphone with requisite audio-visual facility. Internet connectivity during the online class schedule is essential.

### **Tech Support**

Our Technical team is always there to help you with our online classes, and tide over technical problems faced by you.

# Miscellany

## College Functions

College functions are key events during each academic session.

These functions tie up different aspects of campus life with special reference to the policies and aims of our institution to bring KISTians together as a cohesive well-intentioned group and give direction or opportunity to our talented students from time to time.

KIST holds the following functions:

- **Orientation Programme:** Newly admitted students are introduced to the faculty & staff and briefed about the rules & procedures of the College.
- **Report Distribution & Teacher-Parent Meetings:** After each term, report cards are distributed to individual students followed by teacher-parent meetings.
- **Annual Exhibitions & Competitions:** These include art & craft as well as sci-tech, mgmt and IT events.
- **Art and Literature Festival:** This is an annual festival unique to KIST in which poetry, short story, and essay competitions among KIST students are held and recognized Nepalese writers, poets, or artists are invited to participate and preside.
- **Sports Week:** Every year our students compete in a wide range of games and sports organized during this popular College function.
- **Graduation Day:** This is a valedictory ceremony when students pass out.

Apart from these main functions, KIST organizes other events regularly such as seminars, social functions, and inter-college events.

Concerned students are notified well in time about those College functions, or events, which are to be attended compulsorily.

## Notices

Notices are pasted on College Notice Boards from time to time to keep all students posted about college activities. These notices are also available at *www.kist.edu.np*.

It is the duty of all 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 candid comments to make such input truly advantageous. Your valuable feedback will certainly help the College to plan better and improve its performance for the benefit of students.

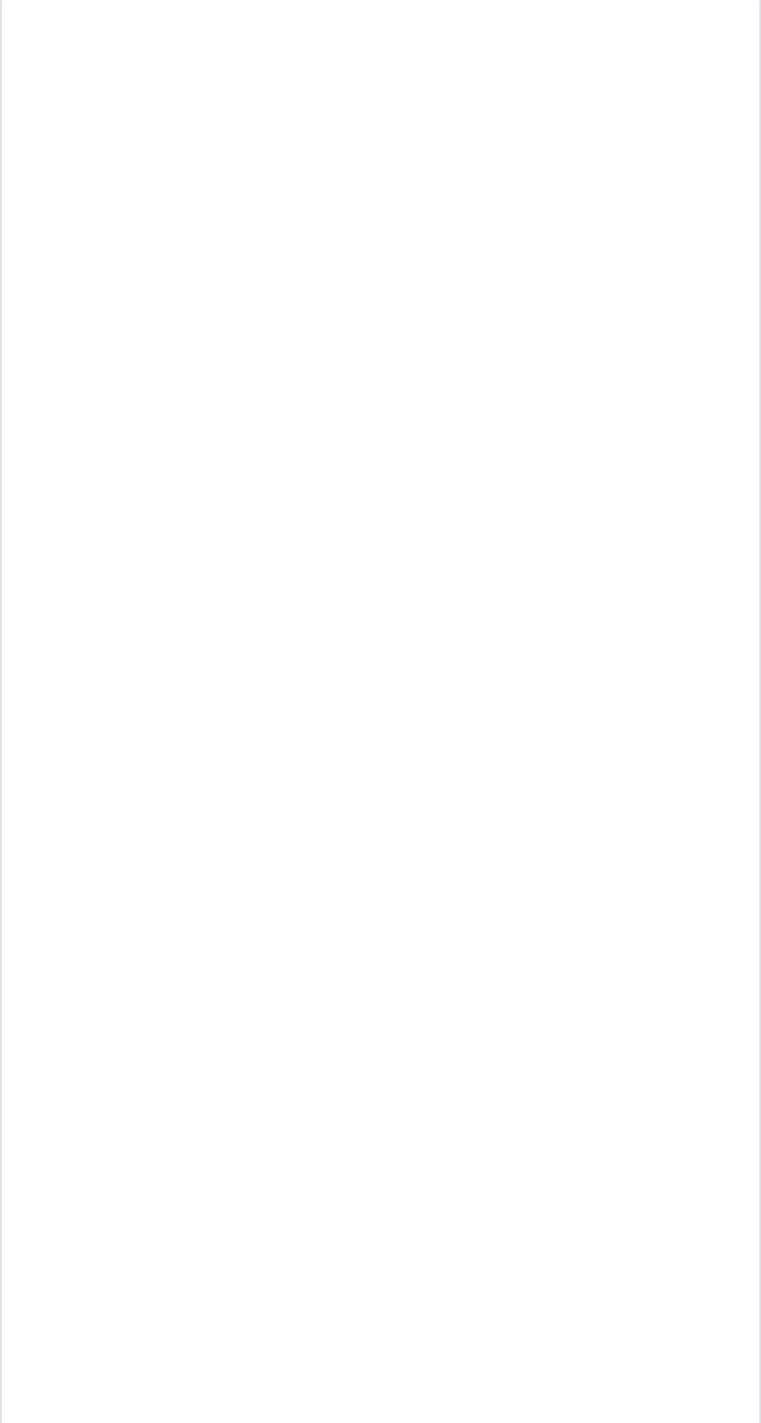
Feedback given by students should be online.

## Suggestions or Complaints

KIST College welcomes suggestions from students and parents or guardians so that the quality of services provided can be monitored or improved or modified.

In case of any grievance, or even 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 available in the College.





PO Box 20828, Kamalpokhari, Kathmandu, Nepal  
Tel: 4534990, 4534178, Email: [info@kist.edu.np](mailto:info@kist.edu.np)  
[www.kist.edu.np](http://www.kist.edu.np)