



STUDENT HANDBOOK

2026-2027

RECTOR'S MESSAGE



These evolving times are all about a holistic, digital, and global outlook while making ethics and character the bedrock for sustainability. Whether you are a student gearing up for the gig economy, a socially conscious start-up, or a corporate giant, all feed into one global system enabled by technology and continuous learning. At KSBL, we are geared to become an agile ecosystem set to forge lifelong partnerships with all our stakeholders and create global impact, all for the benefit of current and future generations.

Welcome to KSBL.

Prof. Dr. Asghar Zaidi
Rector

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The handbook has been made with rules prevalent at the time of publication. KSBL reserves the right to make changes when it deems them necessary.

1. SCOPE

This Student Handbook introduces you to the procedures and codes of conduct for students at KSBL. This Student Handbook is here to help you, so keep it safe, refer to it, and let it guide you throughout the program that you are enrolled in. This document is updated periodically, so be sure to check it from time to time.

2. OUR VISION & MISSION

Vision

Develop Character-Driven Leaders who lead with competence, good manners, and moral responsibility.

Mission

To cultivate Character-Driven Leaders grounded in conscience, strengthened by competence, and empowered by innovation to advance entrepreneurial, societal, and global progress.

3. THE PROGRAMS

At KSBL, we offer the following degree programs:

1. Master of Business Administration (MBA)
2. Executive Master of Business Administration (EMBA)
3. MS in Business Analytics (MSBA)
4. BS in Management & Entrepreneurship (BS M&E)
5. BS in Information Technology & Systems (BS IT&S)
6. BS in Accounting & Finance (BS A&F)
7. BS in Computer Science (BSCS)
8. BS in Information Technology Management (BS ITM)

MASTER OF BUSINESS ADMINISTRATION

MBA, our flagship program, prepares students and professionals to adapt, challenge themselves and shape their future. The program enhances management and leadership skills for a dynamic global environment driven by innovation. KSBL MBA connects students to C-suite executives and accomplished practitioners while they learn from leading faculty. This industry-focused, case-based pedagogy gives lifelong perspectives on how organizations can convert challenges into opportunities with flexibility of class schedules, our MBA program provides a stimulating and transformational educational experience to students and professionals with diverse backgrounds. The Program is based on cutting-edge teaching methodologies and a hands-on approach to learning. All this has led to our MBA graduates going places with a multitude of career possibilities, be it in big corporations, local businesses, or the gig economy.

The program is 32 credit hours for students with 16-year business education and 62 credit hours for others. Specializations are offered in Fintech, Digital Marketing, Human Resource, Supply Chain, AI Strategy, and General Management.

EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

Executive MBA (EMBA) at KSBL is an opportunity for experienced professionals and entrepreneurs to prepare for future leadership roles. KSBL EMBA is designed to enhance functional expertise, sound management capabilities, and decision-making skills. Our program allows professionals to acquire advanced business education while pursuing their careers. Having innovation and futurism at its core, the program enables you to perform optimally and lead cross-cultural and interdepartmental teams.

KSBL EMBA program is designed for professionals and entrepreneurs who have more than three (3) years of experience. The program offers a stimulating learning environment where experienced professionals with diverse backgrounds exchange ideas and solve complex problems of a fast-changing world. Among others, KSBL EMBA program is distinct because of its simulation-based pedagogy, unique networking opportunities and interactions with C-suite executives.

The program is 62 credit hours for students with 16-years of education. Specializations are offered in Fintech, Digital Marketing, Human Resource, Supply Chain, AI Strategy, and General Management.

MS IN BUSINESS ANALYTICS

MS in Business Analytics at KSBL takes a skills-based approach to business analytics with technology and innovation at its core. With the evolution of new data sources stemming from digitization, the markets require a skill set with in-depth understanding and dynamism that is not as prevalent. Our program thus aims to coach managers and leaders to turn data into in-depth insights for optimal decision making for their businesses to operate in this new environment. This program is designed also to keep in view the early movers in the field seeking to pursue, switch to, or advance their career with the data revolution of these times and the tremendous potential it offers. Our cutting-edge program aims to fulfill industry demand by offering a combination of technical tools, software, business education and hands-on real-world problem solving so the learning of analytics comes full circle.

The program is 33 credit hours for students with 16 years of education in relevant thematic fields, i.e., BSBA.

Student who has 16 years of education in any Business field will enter a 38 Credit Hour program. However, Business Background students will be required to complete 6 credit hours of deficiency courses.

The program is 50 credit hours for students with 16 years of education in a non-relevant field.

BS IN MANAGEMENT & ENTREPRENEURSHIP

BS in Management & Entrepreneurship (M&E) is designed with two most important factors in view – your career and professional grooming. The 4-year program trains you holistically on the concepts of

management and prepares you to launch your career in a global environment. And because of the focus on ethics, sustainability, and technology, you can explore opportunities and trends in a more effective manner. The deep understanding of core business competencies and the creative pedagogy that instills critical thinking and a wider world view enables you to seamlessly blend into the workforce.

BS-M&E gives you the comprehensive undergraduate training, so you develop an entrepreneurial mindset that is driven by the latest in management and business studies. After completing this program, you will see yourself involved with new ventures, seeking new opportunities – be it large organizations or start-ups in a rapidly evolving gig economy.

Specializations are offered in Marketing, Finance, SCM and Human Resource Management.

The BS M&E program consists of a curriculum comprising 130 credit hours.

BS IN INFORMATION TECHNOLOGY & SYSTEMS

BS IT&S offers 4-year rigorous training to develop technical expertise and mindset of delivering IT as a service so the organization and its employees can respond to changing business environments. Our BS degree in IT and Systems not only prepares students to understand the business problems behind software design, but it also equips them with the aptitude to develop innovative ways to manage data. The program will enable young minds to understand information systems holistically and how they incorporate the technology, people and processes involved with information.

The BS IT&S program consists of a curriculum comprising 124 credit hours.

BS IN ACCOUNTING & FINANCE

BS Accounting and Finance program is a 4-year degree program that will enable students to gain the requisite skillset in accounting and finance areas and also potentially gain exemptions from professional bodies' examinations. This professionally oriented qualification, by combining cutting-edge theory with real-world practice, will enable students to think critically, analyse and interpret real life business issues in order to devise solutions and will help them to prepare for a career in accountancy, financial services, or management.

As a Business-centric degree, the KSBL Computer Science program is unique. Housed in the faculty of Management Sciences, our curriculum not only provides the real foundation for tomorrow's technopreneurs today but also ensure that you are head and shoulders above the rest.

The BS A&F program consists of a curriculum comprising 130 credit hours.

BS IN COMPUTER SCIENCE

The Computer Science program provides a blend of computer science and business education specifically designed to train students in technical skills and commercial awareness. The degree offers hands-on lab courses, in addition to courses that focus on teaching business strategy and innovation tactics. Furthermore, the curriculum places a strong emphasis on developing students' analytical abilities and business insight to prepare them for future careers.

Although computer science and business may appear to be two distinct subjects of study, combining them together can open new opportunities. To increase success in the field of computer science and enable students to be future technopreneurs, business and computer science are combined. It integrates the commercial side of computing with systems and software IT, giving students the tools they need to advance their careers in computer science.

The BS CS program consists of a curriculum comprising 133 credit hours.

BS IN INFORMATION TECHNOLOGY MANAGEMENT

The BS ITM program aims to provide students an extensive understanding of management and IT in organizations both in the private and public sectors. The program provides a blend of theoretical studies with practical aspects of Business Management through innovative teaching methodologies. The program has been designed in a way that provides opportunity for students to specialize in Business Management and IT.

The BS ITM program consists of a curriculum comprising 127 credit hours.

CAPSTONE PROJECTS

Both graduate and undergraduate program students must complete a Capstone Project as a part of their degree program. Each student must form a group with his/her peers. Maximum group size is 4. Each group will be assigned a Project Advisor who will provide the necessary guidelines to the group members. The scope of the Capstone Project shall be determined under supervision of the Project Advisor.

Each project group shall develop a Project Proposal during the second last semester, which shall be reviewed and approved by the Project Advisor and Project Coordinator jointly (each Teaching Department has a declared Project Coordinator). All members of the project group must meet with the Project Advisor at least fortnightly.

At the culmination of the project, students will be required to submit a report which shall be an original work not plagiarized from any source. Please make sure that you follow the highest ethical research standards in your research.

ASSESSMENT SCHEME

Each course is graded out of 100 marks. This, normally, includes a mid-term assessment called mid-term examination, and a terminal assessment called final examination. Both these assessments are held in dedicated weeks called examination weeks mentioned in the academic calendar. Schedule for all such examinations is announced by the Examination Department. Some courses replace the mid-term and/or final examinations with other assessments like presentation and projects etc. The course's teacher will inform you about the assessment scheme for each course.

Additionally, throughout the semester, assessment like assignments, quizzes, projects, presentations, simulations, management games, case discussions, class participation etc. are conducted. Each faculty member assigns individual assessment weight to each assessment in his/her course. Make sure that you know what each assessment is worth out of 100 marks.

GRADING SCHEME

Absolute Grading Scheme:

The Absolute Grading Scheme applies to all courses, programmes and cohorts, regardless of class size w.e.f Fall 2026.

In an absolute marking regime, the following grading system is used to evaluate student performance:

	Graduate Program		Undergraduate Program	
Grade	Marks	GPA	Marks	GPA
A+	94 -100	4	94 -100	4
A	89-93	3.83	89-93	3.83
A-	84-88	3.66	84-88	3.66
B+	79-83	3.33	79-83	3.33
B	72-78	3.0	72-78	3.0
B-	68-71	2.66	68-71	2.66
C+	64-67	2.33	64-67	2.33
C	60-63	2.00	60-63	2.00
C-	NA	NA	57-59	1.66
D+	NA	NA	55-56	1.33
F	< 60	0	< 55	0

Regardless of the marks secured in all other assessments, students must appear in all parts of the final term assessment to receive a passing Grade.

All results are recommended by the Grading Committee and are approved by the Dean

4. RESOURCES AT KSBL

INFORMATION RESOURCE CENTER

The KSBL Information Resource Center (IRC) has an extensive collection of books on a variety of topics including social sciences, accounting, management, finance, marketing, leadership, computer science etc. Access to EBSCO, ACM, journals, magazines, and newspapers is also available. Our qualified librarian will assist you in your learning needs. We encourage you to make full use of the IRC. IRC is governed by the following rules:

1. Silence always needs to be maintained in the IRC.
2. Cell phones should be in silent mode.
3. Students are permitted to borrow up to two books for 7 days.
4. IRC materials should be used with care. Do not mark books in any way.
5. Bringing eatable items in the IRC is not allowed.

6. Do not hesitate to ask for help from the IRC's staff whenever required.
7. IRC privileges may be denied to persons who violate any of the rules.
8. No material shall be taken away from the IRC without prior permission of the IRC staff.
9. Books are strictly non-transferable.
10. Borrowers will be held responsible for any damage done to IRC books and will be required to provide a replacement/payment along with extra charges (if any) in case of loss/damage while in their possession.

COMPUTING FACILITIES

Today, technology is an essential tool for acquiring education and conducting research. Our Offices of Enterprise Systems, Digital Transformation & Marketing and Office of Information Systems, Infrastructure & Cybersecurity provides state-of-the-art hardware, infrastructure, and software to ensure high-quality content delivery and uninterrupted services to all users.

The following Information Technology Services are available on campus:

1. State-of-the-art audio and visual facilities along with a high-definition video conferencing setup in the Lecture Halls and the Auditorium.
2. Our campus is equipped with a "Hot Spot" that provides reliable, efficient, and campus-wide Wi-Fi connectivity for academic requirements.
3. 200 Mbps dedicated, uninterrupted and redundant fiber internet bandwidth availability.
4. A web-enabled Learning Management System is accessible to every student and faculty for collaboration and resource sharing within campus or remotely.
5. Microsoft office 365 email system accessible throughout the campus or remotely.
6. Hybrid PABX system provides analogue extensions with provisioning of IP phones on need basis.
7. Security and access control.
8. Capability of on-campus video streaming, webcasting, and podcasting services.
9. Online Microsoft office portal which is a part of Office 365 communication and collaboration system.

LEARNING MANAGEMENT SYSTEM

Colaraz is a global talent development and optimization platform; and exchange network – for students, employers, and universities. KSBL has implemented the Colaraz's Learning Management System. You will experience a paperless environment where all your class transactions like assignment submission and examinations will be on the Colaraz LMS.

VIDEO CONFERENCING & SMART CLASSROOM SETUP

We have implemented the concept of smart classrooms and provide the latest tools and technology to faculty and students for a world class learning experience.

All lecture halls are equipped with HD webcams and conference microphones that can be used with Zoom, MS Teams, Google Classroom, or any other video conferencing platform. This equipment is available for use by students and faculty to facilitate better distance and hybrid learning experiences.

Besides this, every learning room is equipped with a Kaptivo which is a whiteboard camera that automatically captures and stores whiteboard images for easy sharing, reference, and collaboration. Also, that Improves collaboration by making it easy to share whiteboard content with remote users also capture the whiteboard image and create the presentation that can be share Email or LMS.

INTERNET SERVICES

High speed internet connectivity is available throughout the campus. The KSBL Campus is Wi-Fi enabled, which allows students to access reading materials anytime and anywhere on campus.

EMAIL SYSTEM, IT SERVICES, AND PRINTING ROOM

A Microsoft Office 365 Messaging and Collaboration system is available to students, faculty, staff and visiting faculty. Integrated with Microsoft Teams and group-chat feature provided 50 GB of email space and 100GB of OneDrive space. Students also have access to a photostat shop for printing, photocopying, and scanning.

CAFETERIA

The cafeteria offers you a wide variety of snacks to choose from at affordable rates. The Campus cafeteria is open from 08:00 AM to 10:00 PM every day. In addition to the cafeteria, you can also try out restaurants in the immediate vicinity of KSBL Campus.

Located in the city center, environs of the city campus have plenty of eateries located in the surrounding area of Bahadurabad, and Dohraji Colony which include outlets of prominent food chains like Student Biryani, KFC, Pizza Hut, and others. Visit these restaurants when you need to take a break from studies. Enjoy!

MEDICAL EMERGENCIES

The Campus has a first aid box for its students to handle minor ailments. However, in case of an emergency medical treatment, the student can be taken to the following hospitals in the vicinity:

1. Aga Khan University Hospital ((021) 111-911-911)
2. Liaquat National Hospital ((021) 111-456-456)

Both hospitals are adjacent to the Campus.

FITNESS CENTER

Students have access to a modern fitness center during all working days from 8:00 am to 6:00 pm.

5.FINANCIAL SUPPORT PHILOSOPHY

To ensure that education remains accessible to talented individuals regardless of their financial background, to reduce barriers to learning, and to allow students to focus on their academic pursuits without the burden of financial stress, KSBL offers 50% students financial assistance in the form grants and zakat assistance, and interest-free loans. Besides, KSBL offers alumni and corporate discounts and fee waiver to disabled students.

FINANCIAL SUPPORT & SCHOLARSHIPS

KSBL believes in nurturing the talented youth of Pakistan. We have adopted a "need-blind" admissions policy, which means that every application for admission is evaluated only based on academic merit and personal abilities without looking at the applicant's financial status and ability to pay.

Financial Support Opportunities

Merit-Based Scholarships

Scholarships are awarded to students demonstrating outstanding academic achievement and leadership potential.

Merit Scholarships

1. Merit Scholarship for Undergraduate Students (New Intake – Based on Previous Grades)
2. Merit Scholarship for Graduate Students (New Intake – Position Holder (Gold, Silver & bronze medalist).
3. "GPA-Based Scholarship" for All Enrolled Students.
4. Needs-based Scholarship 100% Tuition Fee waiver for Undergraduate programs.

Merit Scholarships for Undergraduate Programs Based on Previous Grades

To promote equal educational opportunities, KSBL offers generous merit-based scholarships to all prospective students irrespective of their religious, ethnic, racial, gender, or socio-economic background. These scholarships enable talented students to pursue their four-year undergraduate degree without financial barriers.

Types of KSBL Merit-Based Scholarships:

1.1

Scholarship Type	Scholarship % (For 1st Semester Tuition Fee)
KSBL Grand Scholarship	100% - 60% Scholarship (For 1 st Semester Tuition Fee)
KSBL Achiever Scholarship	50% - 30% Scholarship (For 1 st Semester Tuition Fee)
KSBL Aspirer Scholarship	20% Scholarship (For 1 st Semester Tuition Fee)

Each of these scholarships offers a tuition fee waiver ranging from 20% to 100% for one semester, based on the student's academic performance and merit based on the previous grades.

Merit Scholarships for Graduate Programs Based on Previous Grades

1.2

Gold Medalist (1 st Position Holder)	100% Scholarship (For 1 st Semester Tuition Fee)
Silver Medalist (2 nd Position Holder)	70% Scholarship (For 1 st Semester Tuition Fee)
Bronze Medalist (3 rd Position Holder)	60% Scholarship (For 1 st Semester Tuition Fee)

GPA-Based Scholarships for All Programs:

KSBL recognizes and rewards academic excellence through GPA-based scholarships available to students across all programs. These scholarships are awarded for next semester's tuition fee only, based on the semester's GPA.

1.3 Scholarship Award Tiers

GPA Range	Tuition Fee Coverage (Next Semester)
3.80 & above	100% Scholarship
3.75 – 3.79	50% Scholarship
3.65 – 3.74	30% Scholarship
3.50 – 3.64	10% Scholarship

Note: To qualify for GPA-based scholarships, students will have to assume a regular course load assigned by the Institute. A GPA earned with a course load below this standard in any semester will not be considered for scholarship eligibility. To retain the scholarship, students must adhere to the student code of conduct, avoiding any violations.

Condition for Continuity of Merit Scholarships

- Merit Scholarships mentioned in 1.1 and 1.2 above shall be awarded for the first semester only. To remain eligible for these scholarships in the next semester, students holding the merit scholarship must maintain a GPA mentioned in Table 1.3.
- Taking a full course load assigned in a semester and maintaining good conduct are other prerequisites for becoming eligible for the scholarships.
- Only one kind of merit scholarship shall be admissible to one student at a time. Students already in receipt of a merit scholarship shall not be eligible for any other kind of merit scholarship.
- Where a student who has previously been awarded a merit scholarship subsequently also applies for a grant, alumni discount, corporate discount, disability-based discount, or Zakat-based assistance, the student shall be awarded either the previously awarded merit scholarship or the financial assistance, whichever is of higher monetary value. No student shall be entitled to receive merit scholarships and grants, or discounts concurrently.
- The Institute reserves the right to amend the terms and conditions of the scholarship scheme or to withdraw it in whole or in part.
- Other terms and conditions may also apply from time to time, for which details can be had from this office.
- Students must uphold good conduct standing and have not violated any conduct policy of KSBL.

- Students shall not be eligible for semester merit scholarships if they retake any midterm or final examination, fail a course, or are found guilty of examination malpractice or misconduct. However, scholarships will not be revoked for retakes permitted on documented religious grounds for minority students, for students hospitalized due to a medical emergency, or for students performing Hajj.
- The recipient's enrolment is subject to a semester freeze – the scholarship shall be suspended for the duration of the freeze and shall not accrue or carry forward to the frozen semester.
- **Exclusion:** Students who are in their final semester of study are not eligible for the Merit Scholarship.

Application and Review Process:

- Eligible students will automatically be considered for the Merit Scholarship based on their academic and conduct records.
- The eligibility for the Merit Scholarship will be reviewed at the end of each semester.

100% Needs-Based Scholarships for Undergraduate Programs

To ensure no deserving student is left behind, KSBL provides up to 100% tuition fee waivers for students facing genuine financial constraints. These scholarships are awarded purely on demonstrated need, subject to eligibility criteria and assessment, enabling talented individuals to pursue their four-year undergraduate degree with financial support.

- Subject to means-testing
- Minimum CGPA 3.00 to be maintained (For Enrolled Students)
- Minimum 75% (For Intermediate Students – New Admissions)
- Minimum 2B's & 1A (For A-Level Students – New Admissions)
- Subject to complete documents verification

GROUNDINGS FOR SCHOLARSHIP REVOCATION

The scholarship may be revoked, with immediate effect, upon the occurrence of any of the following:

- The recipient's CGPA falls below 3.00 at any formal review point;
- The recipient fails to successfully complete any enrolled course;
- The recipient is found to have engaged in academic misconduct, including cheating, plagiarism, or examination malpractice;
- The recipient submits, or has submitted, inaccurate, falsified, or misleading information at any stage of the application or continuation process;
- The recipient commits a violation of university rules, regulations, or the Student Code of Conduct;
- The recipient retakes any midterm or final examination (subject to the exceptions below);
- The recipient fails to maintain the prescribed regular course load without prior authorization;
- The recipient's enrolment is subject to a semester freeze – the scholarship shall be suspended for the duration of the freeze and shall not accrue or carry forward to the frozen semester.

- The applicant must demonstrate financial need, as determined through a formal means-testing assessment conducted by the University.
- All documentation submitted in support of the application must be complete, accurate, and independently verified.
- The applicant must be in full compliance with KSBL's rules, regulations, policies, and the Student Code of Conduct.

Financial Assistance

At KSBL, we are committed to making quality education accessible to talented individuals regardless of their financial circumstances. To reduce financial barriers and enable students to focus on their academic and personal development, KSBL offers a range of financial assistance programs, including Zakat-based support and interest-free student loans. In addition, KSBL provides corporate and alumni discounts, as well as tuition fee waivers for students with disabilities, ensuring that deserving students can pursue their education with confidence and dignity.

Interest-Free Loan Programs

Flexible financing solutions available through KSBL and trusted partners, including Ihsan Trust.

KSBL Loan

KSBL offers an Interest-Free Loan (ISA) to support students in their educational pursuits.

Third Party Loans (Ihsan Trust)

KSBL also arranges third party interest free loans/Qarz-e-Hasna for its students.

Tuition Fee Waivers

Partial and full tuition fee waivers available under approved scholarship initiatives.

Alumni Discounts

KSBL offers 20% waiver on fee to its alumni who enroll for another program later.

KSBL Employee Children Discount

- 100% Tuition Fee Waiver
- Applicable from Fall 2026
- Continuation subject to maintaining a minimum CGPA of 3.0 each semester

Engro Employee Children Discount

- 25% Tuition Fee Waiver
- Applicable from Fall 2026
- Continuation subject to maintaining a minimum CGPA of 3.0 each semester

Sindh Education Endowment Fund (SEEF)

KSBL shall take the initiative to secure the maximum number of SEEF allocations for its students and to receive and process student applications.

Zakat Assistance

KSBL facilitates Zakat assistance for eligible students who approach the student financial assistance office and apply form.

Support for Students with Disabilities

KSBL provides financial assistance to students with disabilities to support their education, based on the severity of the disability.

Corporate & Partner Scholarships

Financial Support opportunities are available through corporate partnerships and institutional collaborations.

Paid Internships/Research Assistantship

KSBL also offers opportunities for students to learn and earn through various paid offerings, like internships and research assistance-ships.

General Conditions:

1. Students can apply for financial aid only once. If a student goes through the application process but fails to accept the offer or submit the required documents within the specified deadline, they will not be eligible again to apply for financial assistance.
2. Any scholarship, loan, grant, corporate discount, or other concession that a student becomes eligible for at the time of new admission will be adjusted in the 2nd term invoice of the 1st semester. The first term amount will be adjusted in the 2nd term invoice accordingly. To secure admission, students are required to pay the first term fees in full within the due date given.
3. Applications for financial aid are processed before the start of each semester (Spring and Fall). Students who wish to apply for financial aid must submit their applications prior to the commencement of the semester. No applications will be accepted or entertained after the semester has begun.
4. Students who are enrolled in their second-last semester will not be eligible for financial aid in their final semester.
5. Students who have been granted an Ihsan Trust Interest-Free loan and fail to make timely repayments as per the monthly repayment schedule will not be eligible for loan renewal.
6. Students availing KSBL Interest-Free Loan or Ihsan Trust Interest-Free Loan will have their original degree and transcript held until the loan amount is fully cleared. However, a provisional transcript can be issued provided the student's loan is up to date with no default amount pending.

7. Students enrolled in the MSBA program are not eligible for grants or waivers; however, they may be eligible for merit scholarships as per the specified criteria.
8. Students will not be entertained for Financial Aid once the deadline has passed.
9. KSBL release semester Invoices in two installments. First Term and Second Term. Hence request for further breakup of invoice cannot be accommodated.
10. Students who require a consolidated semester Invoice (1st Term & 2nd Term Combined) can request each time when such a consolidated invoice is required.
11. Corporate discounts are applicable only to permanent employees of the partner companies.
12. Students awaiting Intermediate/A-Level results can apply for financial assistance. Applications will be processed once results are declared.

General Conditions Corporate Discount

A corporate discount should be available to students who are permanent employees of an approved company.

If a student is not a permanent employee at the time of admission but becomes a permanent employee during the program, the student may submit relevant employment documentation to the Financial Support Office. Upon verification, the corporate discount may be applied from the next upcoming semester onward.

However, if such employment begins during the final semester of the program, the corporate discount shall not be applicable for that semester.

In cases where a student who is availing of the corporate discount ceases to be a permanent employee of the approved company during the program, the corporate discount shall cease from the next semester.

If the change in employment status occurs during the final semester, the discount shall continue.

The application for corporate discount, its continuation, or discontinuation based on eligibility, documentation, verification timelines, and applicable cut-off points, etc., shall be determined by the Institute's Management, whose decision shall be final.

The corporate discount shall apply to tuition fees only and shall not cover admission fees, registration fees, examination fees, or any other charges.

Corporate discounts cannot be combined with any other scholarship, financial aid, or discount. The higher concession will be applied, be it a corporate discount, scholarship, or grant.

Continuation of the discount is subject to compliance with institutional policies, academic regulations, and satisfactory academic progress.

Each of these scholarships offers a tuition fee waiver ranging from 20% to 100% for one semester, based on the student's academic performance and merit.

6. GUIDELINE TO RULES & REGULATIONS

ADMISSION STATUS

All admissions are provisional until students have submitted all the required documents, including verification of their all-previous academic qualifications by the respective Boards and/or Universities, and KSBL has successfully verified these documents.

Students are required to submit all necessary documents within four (4) weeks from the commencement of the first semester. Those whose admissions are confirmed after successful document verification will be notified accordingly. In the event that any submitted document is found to be false, forged, or otherwise invalid, the admission may be cancelled, and the Institute may withhold the issuance of the transcript and any other official academic documents.

ADMISSION DEFERMENT

A student who has secured admission at KSBL can defer his/her joining for one semester after paying the admission fee and the security deposit and submitting the complete documents required for admission. A request for deferral must be submitted at least two (2) weeks prior to the commencement of the semester. Duration of the Academic Program for such students shall start once they join the program.

MIGRATION / TRANSFER OF CREDITS

Migration of the students from other HEIs to KSBL in all kinds of Academic Programs shall be on the following grounds:

1. Student is coming from a program offered by an HEC recognized Higher Education Institution.
2. The student must not have completed the degree program from which the transfer of credits is being requested. Students transferring credits from a foreign university are required to submit an HEC Equivalence Certificate along with their official transcript.
3. The CGPA of the student in the degree was at least 2.50.
4. The credits transferred shall not be counted in calculating the CGPA of the student.
5. Students with transferred credits shall not be eligible for any award and honor.

Transfer of credits is made on a case-to-case basis by the Admissions Committee.

REGISTRATION

Each student must register for courses that he/she wishes to study before the start of each semester. The Admissions Department automatically registers all new admissions to the first semester courses. However, you must register for subsequent courses once the first semester is over. Registration is done by submitting a form to the Student Services Department and on payment of the prescribed fee.

Students must register in a minimum number of courses in a semester to remain a bona fide student of KSBL. Similarly, there is a maximum limit to the number of courses a student may register in a semester. The table below will provide further guidance:

Program	Minimum Credit Hours to be Registered	Maximum Credit Hours to be Registered
BS (all programs)	12	18
MBA (32 Cr. Hrs)	09	13
MBA / EMBA (62 Cr. Hrs)	09	16
MS	09	13

Students of the last two semesters may request registration in additional credit hours if (1) their CGPA is 3.5 and (2) they need the additional courses to graduate on time.

Students may add a course or drop from it within the first two weeks of a semester. Any course drop within two weeks does not appear on the transcript. After the second week, a student may choose to withdraw from a course. Withdrawal means that you do not wish to attempt the course and wish that it does not count in your GPA / CGPA calculation. In case of withdrawal, the W grade shall be recorded on the transcript, and no fee shall be refunded. A student may withdraw from a course till the end of the seventh week of classes. Courses cannot be withdrawn once the eighth week begins. If the course is dropped after the seventh week of the semester, no fee shall be refunded / adjusted in the subsequent semester and reflected with F grade on the Transcript. All attempted courses (including W and F grades) history will be mentioned on transcript.

FEE BILLING, PAYMENT & PENALTIES

KSBL follows per credit hour billing basis i.e. student will be charged fee based on number of credit hours undertaken. For facilitation of student each Semester is divided into 2 equal terms for billing purposes. Fee vouchers issued are required to be paid within stipulated due date via **1Bill mode** only. In case of non-compliance following penalties are applicable:

Scenario / Description	Individual Penalty (Rs.)	Cumulative Penalty (Rs.)
Payment made on or before due date	-	-
Payment made after due date but within 30 days	5,000	5,000
Payment made after 40 days or requiring re-issuance of voucher	5,000	10,000
Second re-issuance of voucher	10,000	20,000
Non-payment of fees resulting in blocking of Student ID and request for reinstatement	20,000	40,000
Fee deposited outside 1Bill system (direct deposit in old KSBL account)	5,000	

PREREQUISITES COURSE

The pre-requisite course requirement is strictly followed: students are required to ensure pre-requisite courses are clear for the registration of advanced course registration.

REPEATING COURSES

A student must repeat a course if he/she has failed in the previous attempt. Moreover, a student may choose to repeat a course to improve their grades. Undergraduate students may repeat up to five already passed courses. Similarly, graduate students may repeat up to three already passed courses. All such attempts will be recorded in the transcript but the attempt with the highest grade will be used for GPA / CGPA calculation.

Undergraduate students are expected to complete all pending F-grade and W-grade courses by the end of the 6th semester. Students are strongly encouraged to clear all outstanding courses at the earliest opportunity to ensure smooth academic progression.

Students are responsible for regularly reviewing their academic records and monitoring their degree requirements. Failure to complete outstanding courses in a timely manner may affect course registration, academic progression, degree completion timelines, and eligibility for graduation.

Students with pending F-grade, or W-grade courses should consult their respective Department and Academic Advisor to develop an appropriate plan for completing all outstanding course requirements before the end of the 6th semester.

FREEZING A SEMESTER

If a student needs to take a break from the program for personal or professional reasons, he/she student may “freeze” a semester by submitting a written application / email to the Student Services Department. If application is submitted before the commencement of a semester, the student will not be required to submit any fee. However, if such an application / email is submitted after a semester has started but before the beginning of the third week, the fee due/paid will be adjusted against the following semester. No fee will be adjusted if the semester is frozen after two weeks of the commencement of the semester.

Students may freeze more than one semester but shall be mindful of the maximum degree duration allowed.

MAXIMUM DEGREE DURATION

All undergraduate degrees must be completed in six years of the commencement of first semester. All graduate degrees must be completed in three years of the start of the first semester.

UNREGISTERED STUDENTS

Students are required to either register for courses or formally apply for a semester freeze within two (2) weeks from the commencement of the semester. A student who fails to complete either of these

requirements within the prescribed period shall be considered absent, and their enrolment shall be suspended.

A suspended student may apply to the Dean for restoration of enrolment. Restoration may be granted subject to the following conditions:

- a. The application is recommended by the Head of the respective Academic Department/Program.
- b. The student has sufficient remaining time to complete the degree requirements without exceeding the maximum allowable duration of the program (time-barred limit).
- c. The student pays a restoration fine equivalent to the current admission fee applicable to the program.

Upon approval of the restoration request, the semester in question shall be treated as a frozen semester, and the student shall resume studies in the following semester.

A student whose enrollment has been suspended and who fails to contact the University or apply for restoration of enrollment within one (1) semester from the date of suspension shall have their admission cancelled without any further notice or intimation.

ATTENDANCE

Students are expected to maintain 100% attendance on all courses.

A minimum attendance of 75% on a course is required for eligibility to sit the final assessment. This requirement provides reasonable allowance for legitimate and unavoidable absences, including personal hospitalization, family bereavement and recognized religious observances.

The students' academic success, achievements and class attendance are closely intertwined. Therefore, students are expected to maintain 100% attendance in all courses. Students are required to attend all classes. Attendance is marked at the start of each session without any grace time. However, students must maintain a minimum of 75% attendance to be eligible to appear in the Final Assessment. It must be noted that taking the Final Assessment is mandatory. In the event of absence, a grade of "F" will be awarded, regardless of the marks secured in all other assessments.

Students may avail up to 25% attendance relaxation for any reason, including personal hospitalization, family bereavement, travel, personal/family/official engagements, and recognized religious observances, etc. No additional attendance relaxation shall be granted beyond this limit.

EXCEPTIONAL LEAVE REQUEST

The one-day attendance waiver has been set for Diwali, Holi, and Christmas, etc. Students undertaking Hajj may sit the final assessment if they have at least 55% course attendance. Students with attendance below 55% will not be eligible, regardless of the reason.

The student will be required to officially submit a request in writing at studentservices@ksbl.edu.pk for the concerned religious event.

INTERNSHIP

A credited Internship shall be mandatory for all BS programs, and a non-credit Internship is mandatory for the MBA program. Degree shall not be awarded unless the Internship is completed in the manner provided under the KSBL Career Services Manual.

EXAMINATION GUIDELINES

The Examinations Department will announce the schedules for mid-term and final assessments. The final examinations are an integral part of the degree program and are held at the end of each semester. Depending upon the course requirement and structure, there may be an alternative final exam (e.g., take home examination, term project, lab exam) or any other assessment method specified by the instructor in the course outline.

Students are required to comply with all the instructions announced by the invigilator or instructor before the start of the exam. Any violation of the instructions issued by the instructor or invigilation staff will be reported immediately, which may result in the cancellation of the student(s) exam and disciplinary action might be taken against those who are found in violation of the instructions.

General examination guidelines are as follows:

1. Please bring your student ID card and original CNIC to the examinations hall.
2. Please make sure you log in with your own LMS credentials, and you must remember your log in user ID and password for LMS Based exams.
3. For the pen and paper exam please write your name and ID on the answer script and on the question paper as well.
4. Kindly accept the supplementary sheets (B copy), provided they are signed and dated by the invigilators.
5. If assessment in open book and conducting mode is pen and paper so students are allowed to bring all type of notes with them, but they are not allowed to use their personal laptops.
6. The taskbar on the laptop should remain visible at all times.
7. You must be seated according to the Seating Plan.
8. Please reach the examination hall 15 minutes before the examination starts.
9. Examination Rooms will be locked at Published Exam time; no student will be allowed to enter the examination hall after published exam time.
10. You must switch your mobile phones, wifi devices and blue tooth/ air drop **OFF** for all papers and put them in your bags or face down in the designated area identified by the invigilator.
11. All bags, books, written materials, calculators, USB, and other devices shall be left at the front of the room, and any valuables in the bags shall be at the student's own risk.
12. No student shall be permitted to leave the examination hall to use the lavatory during the first and last hour of a three-hour examination. For a two-hour examination, students shall not be permitted to use the lavatory during the first 45 minutes and the last 45 minutes of the examination.
13. One student shall be allowed at a time to go to the toilet accompanied by the standby invigilator. No student shall be allowed a toilet break for more than 10 minutes.

14. You will not be allowed to leave the examination hall for water breaks. Water dispensers will remain installed in the examination halls.
15. Food items and vaping are prohibited in the examination hall.
16. You must bring a laptop with a charger for the examination for LMS-based assessments.
17. Mac laptops are not permitted for use in the examination halls. Students are advised to contact the IT Department in advance to request a temporary replacement device for use during the examination period only.
18. Software Environment:
 - a) Ensure that no VPN is enabled during the examination. If a VPN extension has been added to your browser, it must be disabled before the exam starts.
 - b) Microsoft Office 2013 or above should be installed & activated Also Operating System "windows/MacOS" should be updated & activated.
 - c) You should have admin rights for laptop use.
 - d) Keep up-to-date Chrome, Firefox, or Microsoft Edge web browsers on your laptop.
19. Please ensure your Wi-Fi works before the examination starts. IT Staff will be available for any assistance.
20. Please close all computer files and browser tabs other than the one used for signing in to LMS, Invigilators will periodically check your laptop as part of the examination protocol.
21. If you do not wish to attempt a certain question, please write "Nil" or "No answer" in the space provided.
22. You will ensure only those materials of computer files are open during the exam that has been expressly allowed by the examination instructions.
23. No change in the text will be possible once you have clicked on "END MY EXAM." So, you should click "END MY EXAM" only when you have finalized all your answers.
24. You should frequently save your work when attempting questions requiring descriptive answers. In case the internet connectivity is lost, the saved work will be available once connectivity resumes. Refresh the page when the internet reconnects to find your saved work.
25. You must write directly into the space provided to answer a question. The LMS does not support copy-pasting the text.
26. Within grace time in last 10 minutes, you must upload your answer files and please recheck your uploaded file, any queries received after exam will not be entertained. (for LMS based assessments only)
27. Laptop brightness must be at least 70% in addition to this laptop theme should not be black.
28. Attempting the paper by opening and signing in to LMS in private mode is advisable. For example, Google Chrome has "Incognito mode," and Mozilla Firefox has "Private Window" options. It would help avoid conflicts between the LMS environment and the browser plugin.
29. Before leaving the examination hall, you must get confirmation of examination submission from the invigilator.
30. Students short of attendance or with outstanding dues will not be allowed to appear in the examination.
31. Please don't convert your Word Answer copy to pdf and please fill in the top sheet properly.
32. You will not be allowed to re-enter the examination hall once you have completed the examination and left the room.
33. There is zero tolerance for the use of unfair means in the examination, including:
 - a. Talking/whispering with others and responding positively to others' whispers.

- b. Glancing at others' work and responding positively to others in seeing their own work.
 - c. Written material found on or around the desktop.
 - d. Writing on the desk before the start of the exam.
 - e. Carrying helpful material written on the body parts.
 - f. Using/possessing unauthorized dictionary, calculator, tablet, mobile phone, or other materials or device or means of special assistance.
 - g. Using AI-based tools like ChatGPT, DAL-E, and Bing to prepare answers.
 - h. Copying from other students.
 - i. Exchanging answer sheets or computer files/codes during the examination.
 - j. Replacing the answer sheet/equivalent during the exam with the one prepared at home.
 - k. Offering bribes or posing threats to obtain an undeserving unfair advantage in the examination.
 - l. Refusing to obey the invigilators and being argumentative, rude, abusive, aggressive, etc., with them when checked.
 - m. Possessing any weapon in or around the examination center.
 - n. Arranging or committing impersonation in the examination.
34. The Academic Integrity Committee has levied strict punishments for the use of unfair means, including cancellation of papers and awarding 'F.'
35. In case of any queries, please email at examination@ksbl.edu.pk

MISSED EXAMINATIONS

Examinations dates are shared in the academic calendar released each academic year. Students are advised to plan their personal events accordingly and make sure that they appear in the examinations.

Retake of Summative Assessment (Mid-term and Final term):

In case a student cannot undertake the midterm / final term assessment of a course due to exceptional circumstances depicted below:

- Self-hospitalization
- Bereavement in the immediate family
- Hajj (Umrah is not considered an exceptional circumstance).
- Established religious events of minorities

In case of genuine issues such as self-hospitalization, bereavement of a blood relation, Hajj, and established religious events of minorities, students can request a make-up/retake assessment not later than three days after the first sitting of the assessment. Please note that no fee will be charged, and no marks deduction will be applied, in any of the four exceptional circumstances mentioned above.

For the retake of the midterm and final term, other than the four reasons mentioned above, a deduction of 25% marks will be applied to the marks obtained in the retake midterm / retake final term and fee will be applied.

The student can make a request for a make-up summative assessment in writing, accompanied by the evidence for missing the assessment, and must be submitted to the examination department along

with supporting documents not later than three days after the first sitting of the assessment. In addition to this, there will be a fee for a retake assessment decided from time to time.

Each request for a make-up/retake assessment is individually assessed by the Head of the Program. Only those students whose requests for make-up assessment have been approved will be allowed to appear in a make-up assessment.

Please note that students applying for retake midterm/retake final term assessments are not eligible for awards and medals.

Incomplete Grades (I Grade):

An Incomplete Grade is only granted when a student cannot undertake the final assessment of a course due to exceptional circumstances.

Exceptional circumstances are:

- Self-hospitalization
- Bereavement in the immediate family
- Hajj (Umrah is not considered an exceptional circumstance).
- Established religious events of minorities

Students awarded an I Grade must complete the I Grade assessment the next time the course is offered. Failure to do so shall result in the award of an F grade.

The student can make a request for I Grade assessment in writing, accompanied by the evidence for missing the assessment, and must be submitted to the examination department along with supporting documents not later than three days after the first sitting of the assessment. In addition to this, there will be a fee for I Grade assessment decided from time to time.

Each request for I Grade assessment is individually assessed by the Head of the Program. Only those students whose requests for I Grade assessment have been approved will be allowed to appear in the I Grade assessment.

Please note that students applying for I Grade are not eligible for awards and medals.

MINIMUM CGPA REQUIRED TO GRADUATE

Graduate Programs	2.50
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Undergraduate Programs	2.00
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STUDENT PROGRESSION

In any semester, a student shall be placed on probation for failing to maintain the minimum CGPA:

- i. An undergraduate student whose CGPA falls below 2.0 (or whose GPA is below 2.0 in the first semester) will be placed on academic probation. If the student remains on academic

probation for two consecutive enrolled semesters and fails to improve their CGPA to 2.0 or above, the student will be subject to academic dismissal from KSBL.

- ii. Graduate Students: A minimum CGPA of 2.5 (or GPA of 2.5 in the first semester) is required. Students who fail to achieve a CGPA of 2.5 or above within the following semester in a 1.5-year program, or within the following two semesters in a 2-year program, shall be subject to academic dismissal from the program.

In case a student secures less than the minimum qualifying CGPA at the end of the final semester, he/she shall be allowed to repeat the courses subject to maintain maximum duration of program.

HONORS AND AWARDS

A student shall be eligible for an Academic Honor & Award if he/she:

- a. Has scored a minimum of 3.5 CGPA.
- b. Does not have any freeze / deferment semester, repeat exam, retake exam, Internal program transfer, credit transfer, I grade, or summer session course to his/her credit.
- c. Does not have C or below grade in any course throughout the program.
- d. Has completed the program within the regular program duration, as defined in these Rules.
- e. Has registered for and successfully completed the full semester course load prescribed by the Management for each regular semester throughout the degree program, without withdrawing from or repeating any course.
- f. Has never been penalized in any disciplinary case at the Institute.

Conditions for Medals

- Subject to the above, the top three graduates with the highest CGPA shall be awarded gold, silver, and bronze medals.
- Gold, Silver, and Bronze Medals shall be awarded to the students who achieve First, Second, and Third highest CGPA.

Rector's Honor List

- The top student on the Dean's Honor List in each program shall be awarded placement on the Rector's Honor List.

Dean's Honor List

- The top ten percent of students (each batch) having a CGPA not less than 3.5 shall receive the Dean's Honor list award at the end of the first, second and third-year performance for undergraduate programs and first-year for graduate programs. A student named in the Dean's Honor list shall receive a certificate.

Eligibility Criteria

A student shall be eligible for a Dean's Honor list if he/she:

- Has attended two consecutive semesters (Fall & Spring and Spring & Fall (for Spring Intake)
- Has scored a minimum of 3.5 CGPA.

- Does not have any freeze / deferment semester, repeat exam, retake exam, Internal program transfer, credit transfer, I grade, or summer session course to his/her credit.
- Has registered for and successfully completed the full semester course load prescribed by the Management for each regular semester throughout the degree program, without withdrawing from or repeating any course.
- Has never been penalized in any disciplinary case at the Institute.

UNDESIRE CONDUCT

Students are required to adhere to the highest moral and ethical values. They are expected to behave as law abiding citizens who exhibit positivity and a can-do attitude. They are expected to follow all Pakistan's law, KSBL policies, and universally accepted standards of good conduct.

The following behaviors are deemed as undesirable and are prohibited:

1. **Sexual harassment:** It includes engaging in or threatening to engage in any other non-consensual conduct of a sexual nature concerning another member of the KSBL. It also includes indecent and obscene gestures or mocking behaviors.
2. **Stalking:** A course of conduct involving more than one instance of unwanted attention, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm that individual or place them in fear of harm or injury, including physical, emotional, or psychological harm. Social media stalking is also included in this.
3. **Bullying & Threatening Behavior:** It involves systematic, intentional behavior that threatens, intimidates, or is intended to threaten or intimidate others, abusive language, derogatory remarks, or insults, swearing, shouting or use of unsuitable language, written acts, which are hostile or offensive that target at an individual and create an intimidating or threatening environment or a risk of psychological or physical harm. Bullying or threatening on the social media is also included.
4. **Causing Physical Harm to a Person:** Includes any conduct that causes physical injury to another person's or health or safety including, but not limited to physical violence, assault, use of fireworks, gunpowder, dangerous chemicals, or explosive materials; and blocking or preventing the use of or access to fire exit doors and building hallways, etc.
5. **Disruptive Behavior:** Engaging in behavior that disrupts or interferes with the learning experience, including talking in class while the faculty member or other students are speaking, creating distractions or disturbances, reading unrelated materials, using cell phones or other electronic devices that disrupt the learning process. This includes both physical and online behaviors.
6. **Theft:** Taking unauthorized possession of an item not belonging to you or using it in an unauthorized manner.
7. **Unauthorized Recording/Filming/Photography:** refrain from invading privacy of fellow students, KSBL employees, and others on Campus by video recording, sound recording, and photography without explicit permission from the one concerned.

8. **Gambling:** Gambling for money/other valuables/any other benefit on results card games and/or other indoor/outdoor activities is prohibited in Campus and with people related to KSBL.
9. **Distribution of Unauthorized Material:** Do not distribute any material in Campus and/or to your classmates/teachers/others connected with KSBL that can entice violence/ disorder. Material about KSBL that has not been authorized by KSBL Management for distribution to general public must also not be distributed.
10. **Obscene Material:** You may not possess or access any obscene material in video/audio/animated form using any media of communication whatsoever.
11. **Forming Gangs:** A gang may involve individuals with identifiable leadership that conspires and acts in concert, mainly for criminal purposes. Involvement in gang-related activities may include displaying gang symbols, gang paraphernalia, colors, signs, or graffiti. This includes activities both in Campus and online.
12. **Rioting:** It involves engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding, or impairing fire or other emergency services, or refusing the direction of authorized personnel.
13. **Demonstrations:** It includes mass assemblies or demonstrations that disrupt the classroom experience, work environment, or others' movement. This includes social media unauthorized social media campaigns as well.
14. **Illegal or Unauthorized Use of Alcohol or Drugs:** It includes the unauthorized use, possession, manufacturing, or distribution of illicit drugs, controlled substances, narcotics, or alcoholic beverages or being under the unauthorized influence of the same on Campus.
15. **Possession of Weapons:** Students are not allowed to bring any weapon to the Campus.
16. **Damage to KSBL Property:** It includes intentionally defacing, destroying, damaging, or littering any property of the Institute or any property of an individual within the Institute premises.
17. **Unauthorized Access and Use of Facilities and Services:** includes, but is not limited to unauthorized access or entry to institute buildings, structures or facilities, information systems, or obtaining or providing it to another person the means of such unauthorized access; entering a place in the University that the student is not permitted to enter, and duplication or use of keys or access cards for any institute property.
18. **Unauthorized Use of Academic Material:** It involves selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor or using them for any commercial purpose without the express permission of the instructor.
19. **Refusal to Comply with Lawful Directions:** It involves the unwillingness of lawful directives of institute officials and agents, including security personnel. It also includes contravening a reasonable and lawful order of institute officials and agents, including security personnel.
20. **Attempts to Defraud:** It includes any activity intended to misrepresent any official document or identification used by the Institute or making a statement to the Institute that the student knows to be false, including the provision of a falsified including a medical or some other kind of certificate.

21. **Misrepresentation:** It includes representing or acting on behalf of the Institute or another individual when not authorized to do so.
22. **Plagiarism:** KSBL has adopted HEC Plagiarism Policy to regulate the similarity index level of the research work of the students and faculty. KSBL shall also adopt HEC Plagiarism Policy and Guidelines changes as notified by HEC from time to time.

Students found guilty of any of the above undesired and prohibited conduct will be subject to disciplinary inquiry which may result in severe punishments.

UNFAIR MEANS IN EXAMINATIONS

Various modes of unfair means in examinations shall be assigned various levels according to the gravity of the offense.

The levels of unfair means offenses, their description, immediate action to be taken against such offenses, and the resulting sanctions are summarized below.

Level of Cheating	Description	Immediate Action	Sanctions
Level-1	• Talking/Whispering with others. • Glancing at others' work. • Employing signals to obtain answers from others.	Warning by the invigilator for the first time offence and the repeated offence will result in paper to be taken away and student to be removed from the examination hall.	• Grading only the portion the student had attempted till removed from the examination hall.
	• Responding positively to others' whispers and assisting them in seeing their own work. • Trying to use the Internet in an unauthorized manner, but the incident of cheating was not • evident.		
Level-2	• Bringing in or concealing any unauthorized dictionary, calculator, tablet, mobile phone, or other materials or device or means of special assistance. • Writing on the desk before the start of the exam. • Written material found on or around the desktop. • Carrying helpful	Paper to be taken away, the student to be removed from the examination hall, and the case to be referred to the Academic Integrity Committee.	Awarding an 'F' or a lesser punishment as determined by the Academic Integrity Committee.

	material written on the body parts. • Exchanging answer sheets or computer files/codes during the examination. • Use of mobile phones in the examination in an unauthorized manner. • Using the Internet in an unauthorized manner and incident of cheating was evident • Replacing the answer sheet/equivalent during the exam with the one prepared at home. • Using AI-based tools like ChatGPT, DAL-E, and Bing to prepare answers. • Taking long break during exam to washroom and found in any sort of suspicious • activity.		
Level-3	• Being argumentative, rude, abusive, aggressive, etc., with the invigilator when checked. • Proven as repeated offender. • Having a proxy sitter. • Impersonating others.	Paper to be taken away and the student removed from the examination hall. Case to be referred to the Academic Integrity Committee.	Awarding an F and rustication for a semester or a lesser punishment as determined by the Academic Integrity Committee.
Level-4	• Offering bribes or posing threats to obtain an undeserving grade.	Paper to be taken away and the student removed from the examination hall. Case to be referred to the Academic Integrity Committee.	Awarding an F and Expulsion from the KSBL or a lesser punishment as determined by the Academic Integrity Committee.

The students found guilty of using unfair means in the examination shall not be part committees or given internship at KSBL. If they are already part of committee or performing internships, they shall be removed from these positions immediately.

Academic Integrity Committee

1. The unfair means case reported by the invigilators shall be sent to the Academic Integrity Committee (AIC).

2. AIC shall investigate the case meticulously in light of the available evidence.
3. AIC shall record the statement of the invigilator who reported the unfair means case and examine the evidence produced by him/her.
4. AIC shall also give fair hearing to the students who are alleged of unfair means use.
5. If found guilty, the AIC shall discipline the student proportionate to the gravity of the offense as provided under this policy.
6. The examination department shall forward the AIC findings to the Dean for endorsement.
7. A copy of the AIC findings approved by the Dean shall be sent to the student.

Appeal

1. The student sanctioned by the AIC shall have the right to appeal within three days of receiving the AIC decision.
2. The examination department shall receive the appeals and forward them to the approving authority for review and final decision.
3. AIC's decision shall be withheld until the decision against the appeal is received.

DRESS CODE

1. Students are to be decently dressed, appropriate to the superior cultural and social values of KSBL institute of higher learning for which it is known.
2. Clothes should be inoffensive regarding their cuts and style, or the marks and messages printed on them.
3. Formal dress and appearance shall be mandatory during student development activities like counseling clinic, guest speaker sessions, panel discussions, recruitment drives, exposure visits, networking nights, etc.
4. In case of a breach of the dress code, the institute reserves the right to dismiss the student from the event.

SOCIAL MEDIA CONDUCT

Students are required to adhere to the law of the land, KSBL policies, and generally accepted rules of decency in their social media conduct. Students are strongly advised to refrain from the following activities online:

1. Do not discuss your grievances regarding any matter at KSBL, your dislike or disagreement with a fellow KSBL student, faculty members or staff. Please discuss any grievance with KSBL with the Student Services Department and resort to official channels of resolution. Resolves disagreements with faculty members, staff, or students in person without airing any complaints online.
2. Publicize any disagreement with KSBL policies on social media. Policies are made with the best of intentions. In case you have a disagreement or wish to suggest improvements, feel free to meet Student Services and Examinations Departments or Registrar's Office.
3. Unauthorized use of KSBL logo. KSBL logo shall not be used for any post/document unless officially authorized in writing.

4. Violate anyone's privacy like posting about in-Campus issues or sharing personal information about any fellow student, faculty, or staff member online.
5. Share unauthorized photograph of a fellow student, faculty, or staff member without their permission.
6. Making fun of KSBL, its sponsors, employees, students, or anyone connected to KSBL. While humor is the best medicine, avoid its use on social media vis-à-vis KSBL. This includes posts, tweets, stories, cartoons, graphics, animations, videos etc.
7. Making unauthorized announcements on behalf of KSBL, faculty members, staff, or other students.

7. TEACHING METHODOLOGY

KSBL has a mixed pedagogy including case study method, interactive lectures, simulations, leadership and entrepreneurship projects and experiential learning. This mixed pedagogy approach will help students learn and deploy skills on their projects and will help them think and act like managers and leaders. This teaching methodology will also enable students to achieve a high level of competence in functional areas of business including finance, accounting, marketing, management, strategy, operations, and others. Leadership and entrepreneurship projects are intended to be led by students to encourage a proactive and self-driven approach, and to start the process of team building and collaborative learning that will be present throughout the programs.

Experiential learning is a great opportunity for students to apply and practice their academic understanding, learning and classroom skills to the outside world. Students will get a chance to turn a class project into a real-life experience. Through this practical approach to learning, students will enrich classroom learning by bringing in practical experience. Students will gain confidence in their own abilities and discover innovative ways to overcome obstacles and challenges, which will not only help them to grow in their professional life, but also add value to the organization. The programs will enhance students' abilities to lead and manage organizations as well as their own businesses.

Programs require rigorous preparation for each class session. Hence, all students are required to read and prepare the recommended reading material before each class.

COURSE AND TEACHER EVALUATION

At KSBL, we believe that student feedback and suggestions are extremely vital for the improvement of the quality of courses and the programs. The performance of the course instructor and course is monitored through anonymous feedback provided by students in the form of final evaluations. The first evaluation is to be conducted in the 7th session (before the mid-term assessment). The second evaluation is to be conducted in the 14th session (before the final assessment).

CLASS SCHEDULE

Student Services Department will share a semester class schedule at the start of each semester. Unless inevitable, the classes are held as per schedule. Cancellation or rescheduling of any class is strongly

discouraged but when this is done, all efforts are made to inform the students of such a change in advance to limit inconvenience.

CLASS DISCIPLINE

Students are expected to be at the best of their behavior in their classes. They are required to stay focused and remain fully engaged.

FINAL CLEARANCE

Upon graduation or after withdrawal or separation, the student will be required to get a final clearance from KSBL. Students should take the clearance form from the Registrar's Office and then get it signed from the various departments concerned i.e. Admissions, Information Resource Centre, Student Services, Career Services, IT Department, Administration, Financial Support, Finance and QEC Office. In case of graduation without clearance (including KSBL / or any other Loan), the degree and final transcript will not be issued. In case of withdrawal or separation, if the clearance process is not completed, the security deposit will not be refunded.

KSBL STUDENT ACTIVITIES

KSBL encourages the students to participate in extra-curricular and co-curricular activities through the formation and active participation in student clubs & societies. With supervision, guidance of the faculty and support of the Career Services Office, these student-run clubs provide students with a wide array of opportunities to learn new skills, and develop interpersonal, team building, social and leadership skills. This would result in students getting the most out of their time at KSBL. Clubs and Societies include:

Literary Club

KSBL literary club is a place where students can meet to read and write and are encouraged to showcase their public speaking skills. They arrange events like debate competitions, poetry/ mushaira, book clubs, art of writing etc.

Entertainment Club

Through this club, members organize different events such as talent shows, concerts, qawwali nights, character day and many more fun-filled event.

Sports & Adventure Club

KSBL Sports & Adventure Society was established to encourage active participation of students outside the classroom in physical activities. The purpose of this society is to promote and organize sports tournaments and conduct activities, such as trips to beaches and amusement parks, throughout the year.

Environmental Sustainability Club

The major goals of this society are to teach fellow students about sustainable habits and to reduce our environmental effect through volunteer activities, hosting, and/or partnering on environmentally rooted events (e.g. resource management, trash reduction).

Wellness & Wellbeing Society

KSBL takes pride in contributing to the development of their students, humanity. Under this Society, the institution has introduced different initiatives, under which we work for students wellness as have conducted various clothes and donation collection drives and other charitable activities to serve the society at large.

SiMERGE Society

SiMERGE is a rigorous three-day flagship event of KSBL event that aims to push its participants beyond their limits. Under the supervision of internationally vetted faculty, the participants will have the opportunity to apply their academic knowledge in an experiential learning environment through a Boardroom Round comprising of a series of top Harvard Business Case Studies and a CEO Round where the participants play through real time task-smashing Simulations.

Finance Society

This society is responsible for arranging different seminars & panel discussion related to finance.

Marketing Society

To assist KSBL's youth to participate in marketing and supply chain management. To be the most resourceful to our people, we have thought of the most unusual approaches anybody could ever hear about, which will all be about strengthening your talents. Our goal is to raise awareness about KSBL's presence as well as to assist other societies in improving their image.

Entrepreneurship Club

The purpose of this society is to encourage & help young entrepreneurs to up- scale their business by providing them the platform like entrepreneurship bazar, KSBL shark tank etc.

KSBL Business Analytics Society

The KSBL Business Analytics Society is a hub for data-driven thinkers who aim to turn information into strategic insight. It equips students with the tools and mindset to solve real-world business problems using data science, statistics, and modern analytics.

KSBL ACM Student Chapter

The KSBL ACM Student Chapter is an officially recognized branch of the Association for Computing Machinery — the world's largest educational and scientific computing society. This chapter serves as a vibrant community for students passionate about computer science, software development, and emerging technologies.

8. DEPARTMENTS YOU MAY FREQUENTLY CONNECT WITH

ADMISSIONS OFFICE

The Admissions Office is responsible for selecting potential students after carefully evaluating their academic qualifications, professional work experience and KMAT /GMAT/GRE/GAT General test scores. Responsible for collecting attested and verified documents of all previous academic

qualifications from admitted students. In addition, each potential student is interviewed by the Admissions Committee for final selection. Email ID: admissions@ksbl.edu.pk

STUDENT SERVICES DEPARTMENT

The Student Services Department (SSD) is the first point of contact for all students and will serve as a hub for communication amongst students and all associated support offices. The SSD handles all academic activities of the students. Email ID: studentservices@ksbl.edu.pk

UNDERGRADE PROGRAM OFFICE

The Undergraduate Program Office is a point of contact for all undergraduate students. The Undergraduate Program Office handles all academic activities of the undergraduate students. Email ID: undergrad.program@ksbl.edu.pk

MBA PROGRAM OFFICE

The MBA Program Office is a point of contact for all MBA students. The MBA Program Office handles all academic activities of the MBA students. Email ID: mba.program@ksbl.edu.pk

EMBA PROGRAM OFFICE

The EMBA Program Office is a point of contact for all EMBA students. The EMBA Program Office handles all academic activities of the EMBA students. Email ID: emba.program@ksbl.edu.pk

MSBA PROGRAM OFFICE

The MSBA Program Office is a point of contact for all MSBA students. The MSBA Program Office handles all academic activities of the MSBA students. Email ID: msba.program@ksbl.edu.pk

CAREER SERVICES OFFICE

The Career Services Office (CSO) provides a diverse range of services to students and graduates as they undertake internships and job searches. These services include resume preparation, mock interviews, company presentations and interviews. The CSO also coordinates and organizes all student and club extra-curricular activities. It is responsible for arranging events, guest speaker sessions, study tours, field trips and other events as deemed appropriate by KSBL. Email ID: careerservices@ksbl.edu.pk

REGISTRAR'S OFFICE

The Registrar's Office supports students throughout the academic journey of a student. This office also handles matters relating to attestation of documents. Additionally, issuance of provisional & final transcripts, degrees, employer verification, student status letters (bona fide, character/no objection certificate, medium of instructions CGPA conversion and graduation letter) and arranging the convocation are the responsibilities of this office. Email ID: Registrar@ksbl.edu.pk

EXAMINATIONS DEPARTMENT

The Examination Department will be responsible for all mid-term and final examination schedules, seating plans, and the conduct of these examinations. It will also be announcing your semester results and is the contact point for all examination related issues. Email ID: examination@ksbl.edu.pk

FINANCIAL SUPPORT OFFICE

The Financial Support Office compiles essential information from a student's financial support application form, which is supported by an independent lifestyle and a physical survey of the applicant. The process of financial support disbursement at KSBL is quite rigorous. The completed and verified information is put up with the Financial Support Committee, which decides the financial aid package on a case-by-case basis. Email ID: financialassistance@ksbl.edu.pk

FINANCE & ACCOUNTS DEPARTMENT

Your point of contact for all fee-payment related issues. Email ID: Student.finance@ksbl.edu.pk

ADMINISTRATION DEPARTMENT

The Administration Department is responsible for providing support to all departments at KSBL. Key services that are provided by this department include maintenance, security, and supervision of Cafeteria services. To ensure efficient functioning of KSBL operations Admin also supervises sports facilities, office mail and telephone exchange services. Email ID: admin.support@ksbl.edu.pk

INFORMATION TECHNOLOGY DEPARTMENT

Today, technology is an essential tool for acquiring education and conducting research. Our Information Technology Services Department (ITSD) provides state-of-the-art hardware, infrastructure, and software to ensure high quality content delivery and uninterrupted services to all users. Email ID: itsupport@ksbl.edu.pk

OFFICE OF STUDENT EXPERIENCE AND LEADERSHIP FORMATION

The SELF Department serves as KSBL's central hub for student support, delivering a seamless and enriching student experience from admission through graduation. As a one-stop solution, the department integrates student services, financial support, scholarships, career development, and student engagement to ensure that every student receives timely, accessible, and high-quality support.

The department is committed to building a culture of excellence by leading a dedicated team focused on accountability, empathy, innovation, and exceptional service to the KSBL community.

Email ID: self@ksbl.edu.pk