INFORMATION GUIDE FOR B.A. LL.B. STUDENTS

Department of Information and Communications

Welcome to KSL!

Congratulations on your admission to the Kathmandu School of Law (KSL)! We are delighted to welcome you to our academic community.

ABOUT THE DEPARTMENT

The Department of Information and Communications serves as the central office responsible for managing and disseminating all official information within Kathmandu School of Law.

We oversee the functions of the IT Unit and the Education Management Information System (EMIS) Unit, ensuring a cohesive and efficient communication strategy.

Our goal is to implement a "One-Door Information Flow System" that coordinates official information, notices, announcements and digital communication services, making it easier for everyone in the KSL community to access the information they need.

WHAT DOES THE DEPARTMENT DO?

Information and Communication Management

- Manages all official communication channels.
- Publishes important notices, announcements and circulars.
- Coordinates communication among students, faculty, staff and alumni.
- Maintains official records and archives.
- Directs inquiries to the appropriate departments or individuals.
- Disseminates urgent notices and alerts.
- Ensures timely and accurate communication across the institution.

Student Communication and Support

- Supports effective communication between students and the college administration.
- Shares vital academic and administrative information relevant to students.
- Facilitates communication regarding college events, workshops and activities.
- Coordinates surveys, feedback collection and student engagement initiatives.
- Assists students in identifying the correct offices for their specific needs.

Digital Platforms and Public Information

- Manages and maintains the official KSL website.
- Oversees the college's social media presence and online communication channels.
- Ensures the publication of approved information is accurate and consistent.
- Maintains a professional and coherent brand image across all digital platforms.

INFORMATION TECHNOLOGY (IT) UNIT

The IT Unit provides essential technical support and digital services to the KSL community, ensuring seamless operation of our digital infrastructure.

Key Services Include:

- **College Wi-Fi and Internet Access:** Ensuring reliable internet connectivity across campus.
- **Student College Email Accounts:** Providing and managing official email addresses for all students.
- **Microsoft 365 Services:** Access to a suite of productivity tools including Word, Excel, PowerPoint and OneDrive.
- **Microsoft Teams:** Facilitating online classes, collaboration and communication.
- **User Account Creation and Access Management:** Setting up and managing accounts for various college systems.
- **Password Resets and Account Recovery:** Assisting users who have forgotten their passwords or are experiencing login issues.
- **Technical Support:** Offering assistance with hardware, software, digital security and authorized system access.

IMPORTANT: Please ensure you check your **College Email** and **Microsoft Teams** regularly for academic and official communications from KSL.

EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS) UNIT

The EMIS Unit is responsible for managing critical student information and academic records. This unit plays a vital role in maintaining the integrity and accessibility of institutional data.

Key Responsibilities:

- Managing comprehensive student information and academic records.
- Maintaining institutional databases and digital records accurately.
- Supporting data verification processes and generating institutional reports.
- Assisting various departments with their specific information management needs.
- Ensuring the accuracy, security and proper management of all institutional data.

STUDENT RESPONSIBILITIES

To ensure you remain well-informed and engaged, please adhere to the following responsibilities:

- ✓ **Check your College Email regularly:** This is a primary channel for official communication.
- ✓ **Check Microsoft Teams:** Many academic and official updates will be shared here.
- ✓ **Follow notices and announcements:** Pay attention to all official communications issued through KSL channels.
- ✓ **Use the appropriate email address:** Direct your inquiries to the correct department to ensure a prompt response.
- ✓ **Communicate respectfully and professionally:** Maintain professional etiquette in all interactions with college offices and staff.

- ✓ **Keep your contact information updated:** Ensure KSL has your current contact details whenever required.

Important Reminder: Students should rely solely on official KSL communication channels for notices and announcements. Please verify any information received from unofficial sources before acting upon it.

LEAVE APPLICATIONS AND GENERAL COMMUNICATION

For the following matters, please contact the First-Year Coordinator:

- Leave applications
- Half-day leave requests
- Emergency absences
- Academic concerns
- General communication for first-year students

Email: firstyear@ksl.edu.np

Should the First-Year Coordinator be unavailable, the Department of Information and Communications will assist in directing your inquiry to the appropriate authority.

IMPORTANT CONTACT EMAIL ADDRESSES

Purpose	Email Address
First-Year Coordinator (Leave applications, half-day leave requests, academic concerns, general student communication)	**firstyear@ksl.edu.np**
Department of Information and Communications (Official communication, notices, website, social media, student communication platforms)	**communications@ksl.edu.np**
General Information and Enquiries	**info@ksl.edu.np**
College Administration and Administrative Services	**admin@ksl.edu.np**
Accounts, Billing, Fees and Submission of Payment Receipts	**billing@ksl.edu.np** **finance@ksl.edu.np**
Office of the Principal / Campus Chief	**campuschief@ksl.edu.np**
Clinical Legal Education Program / Department (legal aid, clinics, field engagement and clinical activities)	**clinical@ksl.edu.np**
Complaints, Grievances, Suggestions and Feedback	**complaints@ksl.edu.np**
IT Support (Wi-Fi, College Email, Microsoft Teams, account access, technical assistance)	**it@ksl.edu.np**
Library Services (library membership, borrowing, digital resources, research support and library-related inquiries)	**library@ksl.edu.np**
Moot Court Committee (moot court activities, competitions, training and related inquiries)	**mootcourtcommittee@ksl.edu.np**
Research Department (research projects, student research grants and academic research support)	**research@ksl.edu.np**

Official KSL Social Links

We encourage you to follow KSL's official digital platforms for the latest notices, event updates, academic news, opportunities and institutional announcements. Staying connected through these channels will help you stay informed and engaged with the KSL community.

Platform	Official Link
College Website	https://ksl.edu.np/
Facebook	https://www.facebook.com/KathmanduSchoolofLaw
Instagram	https://www.instagram.com/ksl_nepal
LinkedIn	https://www.linkedin.com/school/kathmanduschooloflaw
YouTube	https://www.youtube.com/@kathmanduschooloflaw
X (Twitter)	https://x.com/KtmSchoolofLaw
TikTok	https://www.tiktok.com/@kathmanduschooloflaw

Important Note: Please rely only on information shared through these official KSL communication channels.

NEED ASSISTANCE?

If you are ever unsure about which office or department to contact for your specific inquiry, please do not hesitate to write to us at: **communications@ksl.edu.np**.

Our department will ensure your inquiry is directed to the appropriate office, unit, or authority within KSL.

Welcome once again to the Kathmandu School of Law community.

Department of Information and Communications,
Kathmandu School of Law (KSL)