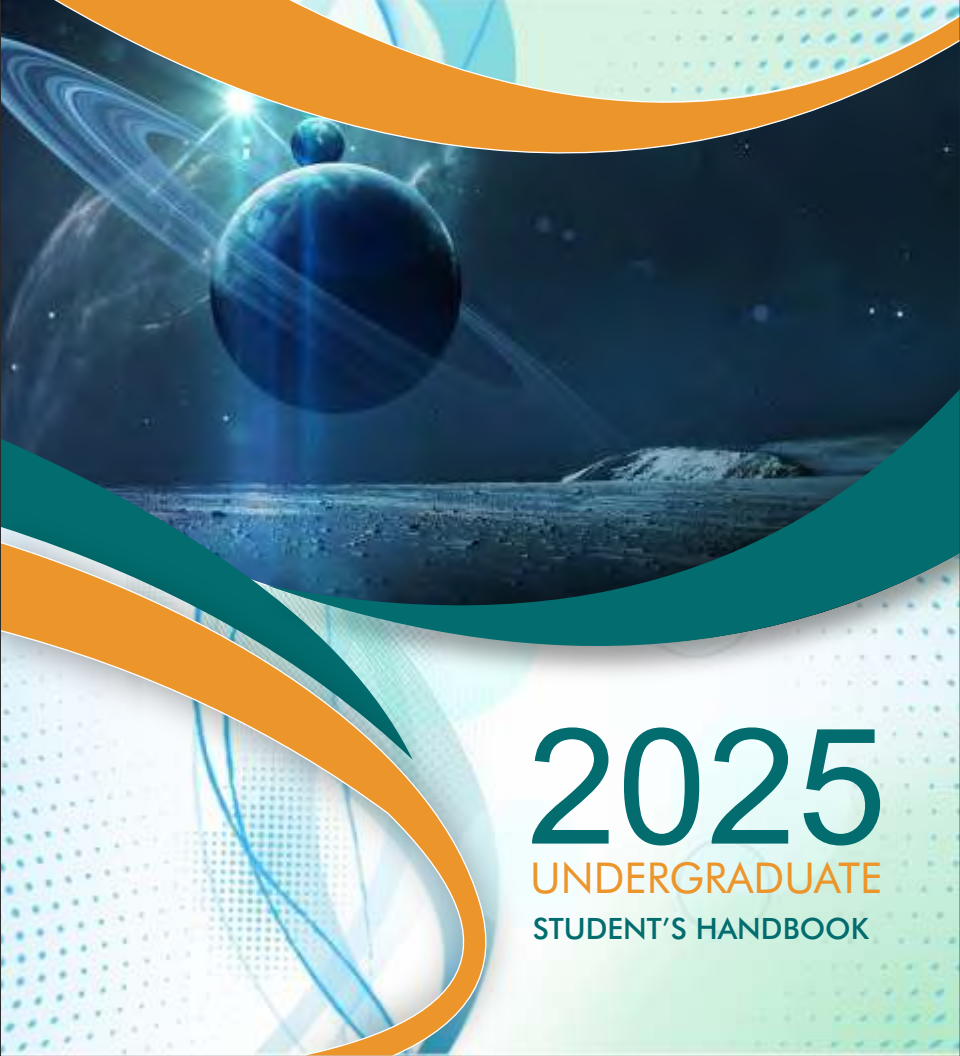




2025

UNDERGRADUATE
STUDENT'S HANDBOOK



Disclaimer

The contents as stated in this handbook are expression of intent only.
The institute reserves the right to discontinue any portion or make
amendments at any time without notice.



Vision

Be a National torchbearer, in the realm of academics, through quality teaching, robust research and outreach – to produce leaders in the field of Space Science and Technology, in line with National aspirations.

Mission

The institute aims at providing outstanding quality education to diverse groups of national and international students.

Academic programs focus on rigorous scientific and theoretical foundations to create professionals with thorough understanding of the fundamentals and capability of applying this knowledge for research, analysis and design.



CERTIFICATE



Management System as per
EN ISO 9001 : 2015

In accordance with TUV AUSTRIA procedures, it is hereby certified that

INSTITUTE OF SPACE TECHNOLOGY

1 - Islamabad Highway
ISLAMABAD, PAKISTAN

Applies a Quality Management System in line with the above Standard for the following Scope

PROVISION OF EDUCATIONAL SERVICES IN TEACHING AND LEARNING, WHICH
CONSISTS OF PROGRAM REGISTRATION, EXAMINATION, MONITORING OF STUDENT
PERFORMANCES, RESEARCH AND DEVELOPMENT, TEACHING EVALUATION,
INDUSTRIAL TRAINING AND GRADUATION OF:

- AERONAUTICS AND ASTRONAUTICS ENGINEERING
- ELECTRICAL ENGINEERING
- MATERIAL SCIENCE ENGINEERING
- MECHANICAL ENGINEERING
- APPLIED MATHEMATICS AND STATISTICS

Certificate Registration No.: 20001160002030

Valid until: 2022-07-28


 TUV Austria
 Certified Body
 for TUV AUSTRIA

Issued: 2015-07-20

This certification was conducted in accordance with TUV AUSTRIA auditing and certification procedures and is subject to regular surveillance audits.

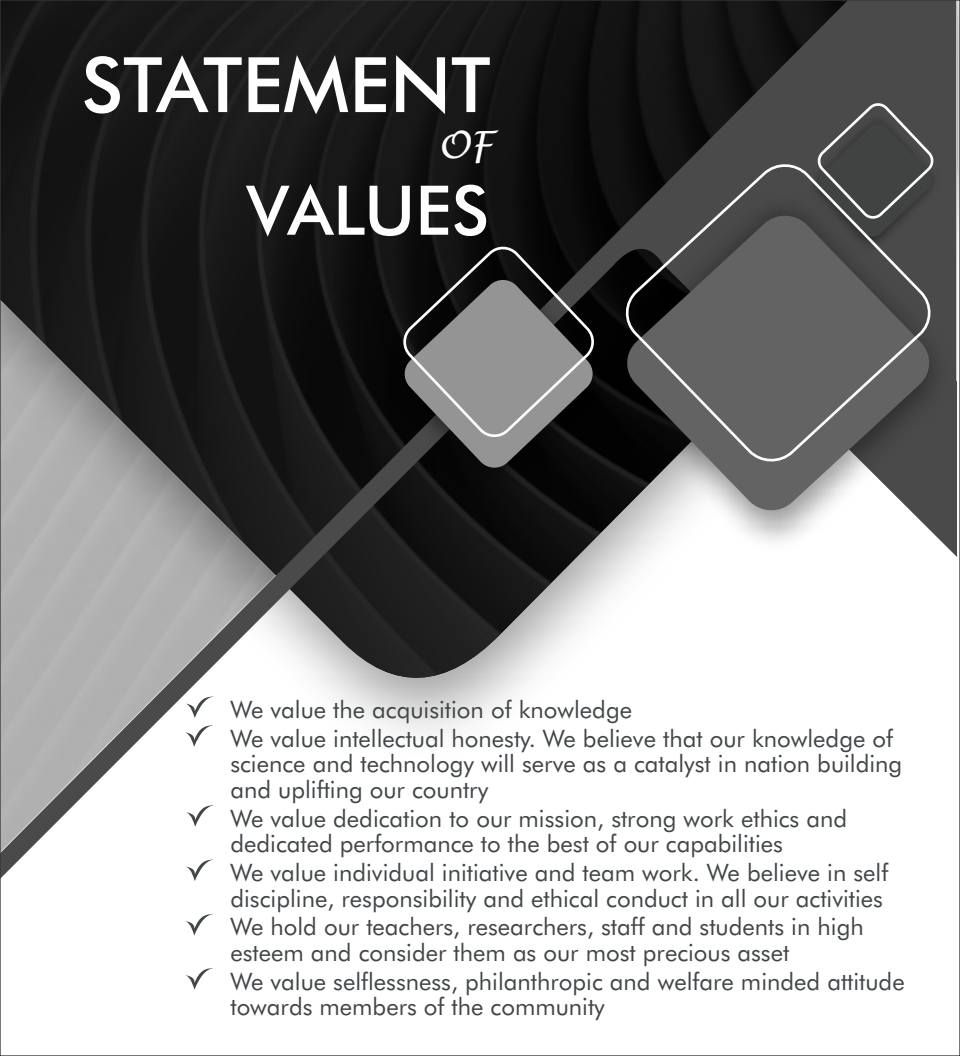
TUV AUSTRIA HOLDING
430, Margaretenhof
GR-103 03 Graz, Austria
www.tuv.at/eng



iCUBE-1
(a project of IST)

"First Cube Sat" by Pakistan
launched on November 21, 2013

STATEMENT *OF* VALUES

A decorative graphic on the right side of the page. It features a dark gray background with a diagonal line running from the top right towards the bottom left. Along this line, there are three overlapping squares of varying shades of gray. The squares are outlined with a thin white border. The background also has a subtle pattern of concentric circles.

- ✓ We value the acquisition of knowledge
- ✓ We value intellectual honesty. We believe that our knowledge of science and technology will serve as a catalyst in nation building and uplifting our country
- ✓ We value dedication to our mission, strong work ethics and dedicated performance to the best of our capabilities
- ✓ We value individual initiative and team work. We believe in self discipline, responsibility and ethical conduct in all our activities
- ✓ We hold our teachers, researchers, staff and students in high esteem and consider them as our most precious asset
- ✓ We value selflessness, philanthropic and welfare minded attitude towards members of the community

WELCOME MESSAGE



VICE CHANCELLOR

IST is endowed with an experienced faculty teaching modernized curriculum in well-organized departments with well-equipped labs, utilizing IT enabled learning methodologies. We aim to select motivated students and educate them in fields of their choice in a manner that excites them to excel not only in achieving the curricular objectives, but also in developing entrepreneurial skills aimed to make every student a small business enterprise in him/herself.

We believe that in today's world of shrinking Governments, public sector jobs will become scarcer in future while private sector would grow with the growing economy. As before, our

graduates would continue to competitively occupy some slots in our strategic organizations, but most of them would be competing in the local and international business spheres where their competency to design, innovate, develop and produce science & technology services and products would matter. IST shall strive to graduate a socially sensitive, technologically savvy, academically sound and entrepreneurially resilient workforce, which will solve technical problems of the society and industry through innovation while following a scientific approach with resolve and determination.

We are determined to make IST the number one engineering and space sciences university in Pakistan, not only in the various rankings, but more importantly in the eyes of its students, their parents and their employers. We don't believe in cut-throat intake competition, but rather consider every entrant to our university as a trustee. He/she must be helped to discover his/her innate talent and niche capabilities to enable him/her achieve excellence in humanity, education, dedication to work and service to the nation.

In the post AI world, we are aware that teaching methods must change in step with the changing environment. The application of knowledge through generative AI is not the domain of computer science or software development alone, but a disruption in every field of knowledge that must be exploited to the fullest advantage of learning. We are in the process of innovating our learning environment to use AI for adaptive teaching with a student centric approach, rather than the conventional class-centric methodology.

May Allah guide us in making IST a role model institution, a beacon of excellence in technical education and a symbol of national pride.

Aameen!

Dr Syed Najeeb Ahmad

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THE ACADEMIC PROGRAM

The Bachelor of Engineering/Science is a four year degree program consisting of eight semesters. There shall be two regular semesters (Fall and Spring) in each academic year. Each semester shall be of 19 weeks duration including 17 weeks of classes followed by final examinations in the 18th & 19th week. The Undergraduate degree program typically includes theory courses, laboratory work, final year project and internship etc. The maximum duration for completing the BS/BE degree program is six years, extendable by one additional year (in case of valid reason) subject to the approval from the relevant statutory bodies (FBS & ACM).

Course Load for Fall and Spring Semesters

- Each course at IST is assigned credit hours. For theory courses 1 credit hour corresponds to 1 hour of lecture per week, while for laboratory courses 1 credit hour corresponds to 3 hours of lab work per week.
- The normal course load for undergraduate students is as prescribed in the approved study plan of their respective degree program. Students are expected to follow this study plan to ensure timely completion of degree requirements.
- The undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. However, students may be allowed to enroll in an additional course beyond 18 credit hours under the following conditions:
 - In alignment with recent guidelines of HEC & PEC departments may allow a maximum of 21 credit hours per semester, to accommodate newly introduced General Education / Non-Engineering domain mandatory courses, as required by the program structure (w.e.f Fall 2025).
 - If CGPA is 3.5 or above at the time of application, student may

take an additional course (along with its lab) in any semester.

- If CGPA is below 3.5 at the time of application, student may take an additional course only after completion of 6th semester.
- All such requests are to be sent to Dean for approval through concerned HoD along with justification and an endorsement confirming that enrolling in the additional course will ensure degree completion on time (i.e. within four years).

Summer Semester

Undergraduate students having "F" grade or below "C" grade can repeat/improve the courses in Summer semester which will be of 08 weeks' duration and 01 week of examination. Moreover, undergrad students having grades including "W (Voluntary Withdrawal)", "WSA (Withdrawn due to Short Attendance)" and "WMI (Withdrawn due to Medical Illness)" grade(s) are also allowed to repeat the course(s) in Summer semester. Repeat/improve grade(s) shall be marked on the transcript as "R" and "#". A student can take maximum of 2 courses. The 3rd course may be offered only to those students, who are running short of degree completion time (6 years), with the approval of Dean IST. Maximum 'B+' grade is awarded in the Summer semester. BE/BS students who have completed all degree requirements but are enrolled in the Summer semester to repeat or improve any course shall not be eligible to participate in the convocation ceremony of that academic year.

THE ACADEMIC PROGRAM

Degree Requirements

All undergraduate degree programs are composed of between 130-142 Credit Hours (as required by the Accreditation Councils). The requirement to earn the degree of Bachelor of Engineering/Science is completion of a specific number of credit hours in respective disciplines, with a Cumulative GPA of 2.00 or more and a minimum of 'C' grade in Senior Design Project. All Program Learning Objectives (PLOs) must be attained as per the relevant IST's policy. These requirements are to be completed in a maximum duration of six years, further extendable by one additional year (total seven years). Extension of one-year has to be approved by the relevant statutory bodies (FBS & ACM) - on a case to case basis. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the institute. The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with continual enrollment fee for that academic year as per HEC/IST policy in vogue.

A student shall be registered continuously for the entire duration. BE/BS students who have completed 8 semesters but their degree requirements have not yet been completed and are enrolled for the 9th semester will be charged a "Continual Enrollment Fee" as per IST policy in vogue along with course(s) fee, if applicable. There shall be no unresolved "F" grade, or "W", "WSA", "WMI", "WDA", "WIC" or "I" grade left during the program.

THE ACADEMIC PROGRAM

Discipline	Credit hours*
Aerospace Engineering	139
Avionics Engineering	139
Electrical Engineering	136
Metallurgy and Materials Engineering	136
Mechanical Engineering	139
Computer Science	130
Artificial Intelligence	130
Data Science	130
Mathematics	133
Space Science	136
Physics	133
Biotechnology	135
Mathematics with AI	142
Mathematics with Data Science	142
Remote Sensing & GISc	138
Software Engineering	130
Computer Engineering	130

*Breakdown of credit hours are available in Undergraduate Prospectus/IST's website (<https://www.ist.edu.pk/>).

STUDENT EVALUATION

Semester Structure & Assessment Plan

Effective from Fall 2025, the semester is divided into two study periods to facilitate effective academic monitoring and assessments:

- **First Study Period:** This period concludes at the end of the 8th week. A Midterm Examination of a minimum duration of two hours will be conducted during the 9th week of the semester (Fall and Spring), and during the 5th week of the Summer semester.
- **Second Study Period:** Concludes by the end of 17th week which is considered as dead week and during this week classes are held as per schedule however, student's attendance does not count towards final attendance percentage.
- **Final Exam** will be held in 18th & 19th weeks.

A student's academic progress and standing is determined and monitored through the following modes and number of evaluations: -

***Assignments:** At least 2 assignments for each course

Quizzes: At least 4 unannounced quizzes in each course

Lab Reports: Minimum 14 lab reports in each lab

Oral Exams: Minimum 1

Mid Term Exam: Minimum 1

***Projects/Case Study:** Minimum 1

Final Exam: One announced final exam of up to three hours' duration

***Instructor may choose one or both for undergraduate courses**

In each semester, students is required to appear in quizzes, 1x Mid Term Exam, 1x final examination, presentations (individual/group), and submit projects/assignments/lab reports, etc. for each course. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks.

STUDENT EVALUATION

A typical break-up of weightage assigned to each mode of evaluation for a course and that for a laboratory is as follows: -

Course	
Assignments	10-15%
Quizzes	10-15%
Mid Term Exam	25-35%
Project / Case Studies / CEA / PBL	10-15%
Final	45-55%

Labs	
Mid Term Exam	10%
Oral Exam / Final Viva	15%
Lab Reports	15%
Lab Performance	20%
OEL/CEA / PBL	20%
Lab Final Exam	20%

Open Ended Lab (OEL), Complex Engineering Activity (CEA), Project Based Learning (PBL)

- At least 80% attendance is mandatory to appear in the final exam of a course, whether it is a normal or repeat/improve course.
- There will be no choice of questions in quizzes, mid-term and final exams. Retake of mid-term and final exam is allowed under special circumstances as per SOP.
- One lab credit hour corresponds to three hours of lab work per week.
- All final exams of lab tests/Viva shall be conducted under the supervision of the respective theory course instructors. Grades awarded to students in lab exams shall be reviewed and approved by the concerned theory course instructors.

REPEAT COURSE POLICY

Repeat Course

Students are allowed to repeat course(s) whether they want to improve their CGPA or to pass any F-grade. In such cases both the previous and new grade obtained will be recorded on the transcript. A letter "R" will be affixed against the course attempted first time and a symbol of # will be affixed with the grade earned in the repeated course (last attempted). Students must pay the per credit hour Repeat Course Fee as specified in the Fee Structure section of the prospectus.

- If a student earns an F-grade in an elective course, then he/she is allowed to repeat that course or its approved alternate only once
- Students are allowed to repeat a course in which s/he has obtained grade below "C". In such a case of course repetition, both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA (Effective from Summer 2025).
- Student will only be allowed to repeat a course if seats are available in a classroom, without effecting a regular batch. Preference will be given to students who have lower grades compared to students who have higher grades, if the number of students exceeds the capacity of a classroom
- Students who have repeated any course(s) are ineligible to get President Medal and merit certificate however they are eligible for Vice Chancellor's Gold Medal and Distinction Certificate for Best FYP if the course is repeated for grade improvement.

Rules for Repeat of Course with Theory and its linked Lab

- A student repeating a course to improve the grade will have to enroll/register the entire course in totality (Theory + Lab) in a semester.

REPEAT COURSE POLICY

- If theory part is passed and lab is failed / withdrawn, student can repeat only the lab in subsequent semester.
- If lab is passed and theory part is failed / withdrawn, "WIC" grade will be awarded in the lab. Students will have to re-register for both theory course and its associated lab simultaneously in the subsequent semester.

Rule for Improvement of Grades for Graduating Students

The graduating students must submit the application for improvement of grades to the concerned departments within 15 days of result announcement. After due date no such case will be entertained.

Provision of Additional Repeat Chances to Improve Grade for Final Year Students

After the completion of 6th semester, a student with probationary status (temporary/extended temporary enrollment) will be allowed to avail additional chances of course repeat to remove their probationary status:

- This provision of availing additional chances for grade improvement will remain valid for final year students (7th & 8th semesters) till the completion of their degree program with following instructions: -
 - Students can avail maximum chances of grade improvement Only courses with below "C" grade can be repeated Better grade shall be used in the calculation of CGPA (Effective from Summer 2025)

NON-CREDIT COURSE/ REPLACEMENT OF ELECTIVE COURSE

Non-credit Course

A non-credit course will be registered by the student at the start of the semester if a student desires to study such a course. A student is also allowed to change the status of a course to a non-credited course before the withdrawal date mentioned in the academic calendar. Such courses will be listed separately at the bottom of the transcript. These courses will not be counted towards CGPA, however, fee for the non-credit courses will be charged.

Replacement of Elective Course

If a student wishes to replace an elective course with another elective course, it shall be treated as a “repeat course”. Similarly, “F” grade in an elective course, replaced by another elective course will be counted towards the count of “F” grade limit

SEMESTER FREEZE POLICY

Semester Freeze

Undergraduate students may freeze studies for at most four regular semesters (Spring/Fall) based on medical grounds or other genuine reasons. However, the student cannot apply for semester freeze in the 1st semester. Students must submit a semester freeze request within two weeks of the start of semester. The student will lose his/her registration from the university roll in case of failure to rejoin/report during the stipulated semester he/she is supposed to rejoin. IST will not make any special arrangements for his/her remaining studies. No extra time will be given and student will have to complete all degree requirements within the maximum time allowed by IST. Student will apply for semester freeze on prescribed form along with undertaking available on IST website, after respective HoD and Dean IST approval; student will pay the prescribed fee and submit the challan in Finance Office. Admission office will update the student status in AMS after confirmation by Finance Office.

If a student is on the fee defaulters' list, a semester freeze will not be granted until all outstanding dues are cleared. If a registered student applies for semester freeze within due date as per academic calendar issued by Dean Office, he/she will have to pay only semester freeze charges, regardless of attendance. Already deposited semester fee will be adjusted in the next semester. In case of discontinuation of studies from IST, all paid charges will be refunded as per HEC National Fee Refund Policy.

Semester Freeze after Due Date

A student who is unable to continue the semester due to medical reasons can have the semester frozen with the semester fees carried forward even after elapse of the semester freeze deadline, provided the student's medical condition and the fact that the student is unable to continue studies is verified by a physician/medical officer on the IST panel.

GPA will be the primary measure of academic performance and standing:

- **Good Standing:** A student is considered in good academic standing if their CGPA is 2.00 or higher.
- **Temporary Enrollment:** If a student's CGPA falls below 2.00 for the first time, they will be placed on temporary enrollment status. This serves as an academic warning, allowing the student an opportunity to improve their performance.
- **Extended Temporary Enrollment:** If a student's CGPA remains below 2.00 for two consecutive semesters, they will be placed on extended temporary enrollment. This indicates continued academic difficulty and requires immediate improvement to avoid further consequences.
- **Dropout:** If a student's CGPA remains below 2.00 for three consecutive semesters, he/she will be dismissed from the program and considered a dropout.
- A copy of the advisory note will be sent to sponsor or parents of academically deficient student
- A student with a Dropout standing will lose student status and will have to leave the institute
- Dropout conditions are applicable from Spring 2023.

Dean's List

Students with full load and Cumulative GPA of 3.50 or above are placed on the Dean's List. Graduation honors are awarded on the students' transcript according to the following criteria:

Honour	CGPA
Summa Cum Laude	3.90 or more
Magna Cum Laude	3.70 to 3.89
Cum Laude	3.50 to 3.69

MONITORING AND PERFORMANCE

Students Official Duty (OD) Procedure

After taking approval from the respective HoD, the departmental coordinator shall mark the students OD (Official Duty) request in AMS system describing the job/duty of student concerned before his/her departure on OD. The departmental coordinator shall send the evidence (approval of OD by HoD/attendance on specific event in shape of certificate endorsement) to Dean Office immediately after the event, for regularization/approval of OD requests. Dean after review of the documents (AMS system entry date/approval of HoD in hard form) will approve/not approve the OD request in AMS system. OD approval depends on system entry date (i.e. well before the actual event date and approval of respective HoD). Any other department approval will not be considered in this regard. Student should get approval from respective departmental HoD, through academic coordinator before attending an event, otherwise his/her request will not be considered for approval and any justification will not be entertained. Back dated requests shall not be considered for approval. Cutoff date for all OD requests to reach the Dean's Office (after following the above procedure) will be the last day of the 16th week of the respective semester.

Examination Regulations

- There are announced examination of maximum three hours duration for each course of a semester during the 18th week.
- The conduct of examination is governed by the examination regulations.
- There will be no choice of questions in examinations i.e. final Exam/One Hour Tests/Quizzes.
- The number of quizzes, one hour test, assignments and laboratory reports are part of course outline on the first day of the class.
- Students are not permitted to bring any electronic device (including cell phones, iPad, PDA, programmable calculators etc.) or cameras to the examination venue under any circumstances
- Cheating or engaging in activities for unfair advantage will be considered violation of the Student Code of Conduct and subject to strict disciplinary action including expulsion from the institute.
- Students must bring their own writing material to the examination hall. No borrowing shall be permitted under any circumstances.
- Exam Admit Card will be issued to the students prior to the Final Exams.
- Students not bearing IST student ID Card and Exam Admit Card will not be allowed to sit for the exams.

Rustication Rule for Students involved in Cheating Cases

The student will not be allowed to enter IST premises and attend classes in the semester in which he/she has been awarded the punishment i.e. the students will be rusticated only for the duration of the semester in which he/she cheated. A student who is rusticated for the use of unfair means will be awarded an 'F' grade in the subject in which he/she was caught and the remaining subjects will be considered as dropped.

SEMESTER/COURSE REGISTRATION

- Before the commencement of classes of each semester, all active Undergraduate students are registered for courses offered by the respective department.
- Students are required to check their registered courses during the first week of each semester through My IST (member area) by using login & password. In case of wrong course registration or if courses are found missing/not shown in member area, a student is required to visit and inform Admissions Office in writing for necessary corrections.
- A student's status in the AMS shall be marked as NR (Not Registered) for all the courses of the semester, unless all outstanding dues including liabilities of the current semester are cleared
- It is a mandatory for students to submit a copy of their CNIC or Form B with the Admissions Office at the time of admission and to give an undertaking to abide by the Institute Code of Conduct
- A student may add a course up to the 2nd week and may drop a course by 4th week (as per the dates mentioned in the academic calendar) from the start of the semester.
- A student may withdraw a course by the 14th week (as per the dates mentioned in the academic calendar) from the start of the semester; however, he/she has to pay the fee of that course when he/she applies again. Student will be awarded "W" grade in the course for that semester.
- Attendance in lectures is governed by the Attendance Regulations
- If the registration of a student is cancelled on disciplinary grounds, the student shall be ineligible for readmission to the Institute
- Registration must be completed prior to the 1st day of classes and is a basic requirement for attending classes. Every student must update his/her profile each time he/she register in a semester

ENROLLMENT CANCELLATION/ATTENDANCE/READMISSION

Enrollment Cancellation

Students enrollment will be cancelled under the following conditions:

- If student do not pay semester dues within the due date announced by the institute
- If student do not attend any class of a course in the first 4 weeks of the semester without prior notice;
- If student do not apply for semester freeze and he/she has no other application in process that affects the semester registration
- Registration/enrollment of a particular student shall be cancelled by the Admissions Office after two reminders in week 5 & 6 respectively, and admission cancellation shall be notified to all concerned.
- Finance Department will cancel the issued voucher after the notification of admission cancellation by the Admissions Office for the concerned student(s) for the respective semester.
- The above changes shall be applicable from Spring 2023 and onwards.

Attendance

Students are required to be regular and punctual. A student with less than 80% attendance in a course shall not be allowed to sit in the final exam of that course and a "WSA" grade will be awarded. Minimum 80% attendance is mandatory in a regular/repeat/improve/non-credit course as well as labs.

Readmission

A student dropped-out on academic grounds (not on disciplinary grounds) may apply for readmission through the regular admission process with the subsequent intake.

Academic Integrity

At IST, academic integrity is fundamental. The Institute enforces a zero-tolerance policy toward academic dishonesty to uphold fairness, trust, and respect across the academic community.

Students are expected to adhere unwaveringly to values of honesty, trust, fairness, respect, and responsibility in all academic pursuits. Academic misconduct including but not limited to plagiarism, cheating, falsification, unauthorized collaboration, and facilitating dishonesty is strictly prohibited. Members of the IST community are encouraged to report suspected violations. Ensuring the integrity of academic work protects the value of every student's education

All cases of suspected dishonesty are reviewed by the institute's relevant committees (Disciplinary Committee, University Antiplagiarism Standing Committee (UAPSC) etc). The process includes:

- Investigation and Hearing: A fair, transparent procedure is conducted to assess the case.
- Right to Appeal: Students may appeal the Disciplinary Committee's and UAPSC written decision to the Vice Chancellor (IST) within 15 days of notification. The Vice Chancellor's decision is final and binding.

Academic Advisor

Students are assigned academic advisors in all departments. The role of an academic advisor is to assist students to overcome their academic problems; guide and assist in their academic progress and monitor their discipline and general behavior during their stay at IST. However, it is primarily students' responsibility to contact the advisor for consultation.

GRADE REPORTS/CONDUCT AND DISCIPLINE

Grade Reports

Grade reports are posted on students' web portal at the completion of each semester. The report contains grades obtained in each course, semester GPA, cumulative GPA. Upon request a transcript of grades is issued free of charge to students at the completion of semester/academic program. Grade reports are marked to parents of students with weak academic performance on their home address. Every student must update his/her personal information including latest mailing/residential address, email, and mobile number in student portal at the start of every semester.

Conduct and Discipline

All students are expected to uphold high standards of conduct, integrity, and discipline. Respectful behavior, adherence to institutional rules, and responsible use of campus resources are essential components of the learning environment at IST.

Any form of misconduct or indiscipline will be dealt with strictly under the Institute's disciplinary regulations. Disciplinary action may include warning, probation, suspension, or expulsion, depending on the severity of the violation. A student whose registration is cancelled on disciplinary grounds shall be permanently ineligible for readmission to the Institute. Students are not allowed to take books, files, bags, programmable calculators and any other electronic device including cell phone, iPad, PDA etc. or any other material, which can be helpful during the examination inside exam hall.

Examples of misconduct include (but are not limited to):

GRADE REPORTS/CONDUCT AND DISCIPLINE

- Cheating or use of unfair means in exams, quizzes, or assignments
- Forgery or falsification of documents or academic records
- Disruptive, disrespectful, or aggressive behavior on campus
- Harassment, bullying, or intimidation of others
- Vandalism, theft, or damage to Institute property
- Unauthorized access to university systems or misuse of facilities
- Possession or use of prohibited substances on campus

Violation of exam rules may lead to disciplinary action, including cancellation of the exam paper or further penalties, as determined by the Institute's examination and disciplinary authorities.

GRADING POLICY

Grading System

IST, as a matter of rule, follows a relative grading system by default for the undergraduate programs (irrespective of the number of students). Relative grading allows for screening students according to their performance relative to their peers. The ranges for assigning grades are determined using the class average and its standard deviation. The labs and FYP, however, are graded according to the absolute grading system

Interpretation	Grades	Marks
Excellent	A	$85 \leq \text{marks} \leq 100$
	A-	$81 \leq \text{marks} < 85$
Very Good	B+	$77 \leq \text{marks} < 81$
	B	$73 \leq \text{marks} < 77$
Good	B-	$69 \leq \text{marks} < 73$
	C+	$65 \leq \text{marks} < 69$
Average	C	$61 \leq \text{marks} < 65$
	C-	$57 \leq \text{marks} < 61$
Poor	D+	$52 \leq \text{marks} < 57$
	D	$50 \leq \text{marks} < 52$
Fail	F	Marks < 100
Voluntary Withdrawal	W	
Withdrawn due to Short Attendance	WSA	
Withdrawn due to Medical Illness	WMI	
Withdrawn on recommendation of Disciplinary Committee	WDA	
Incomplete Lab Course due to F, W, WSA, WMI or WDA grade in related theory course	WIC	

FYP-1 in 7th semester will be awarded as a deferred grade against the course and the final grade will be awarded in 8th semester. The deferred grade in 7th semester shall not appear on the final transcript.

Grading Criteria for Summer Semester

The grading criteria for Summer semester is different than the regular semesters. For courses with less than 20 registered students, absolute grading shall be applied according to the marks ranges defined in the table above. Maximum 'B+' grade is awarded in the Summer semester.

'Temporary Enrollment' and 'Extended Temporary Enrollment' Status for Summer

- A student is not awarded 'Temporary Enrollment' and 'Extended Temporary Enrollment' status on the basis of the result in Summer semester

A student awarded any of the above academic status in the preceding Spring semester, will be carried forward to the next Fall semester. In other words, the result of Summer semester will not change the academic status, earned in the preceding semester.

Grade Point Average (GPA)

Semester Grade Point Average (SGPA) and Cumulative Grade Point Averages (CGPA) is calculated by using following formula:

$$\text{GPA} = \frac{\text{Sum of (Credit hours x grade points)}}{\text{Sum of Credit hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point)}}{\text{Total Credit Hours taken in all Semester}}$$

GRADING POLICY

Semester GPA is calculated by multiplying the grade points earned in a course with the number of credit hours of that course; taking the sum of such products for each course in a semester and dividing the sum by the total number of credits in the semester. SGPA is rounded off to two decimal places by taking into consideration 9 digits after the decimal. Similarly, Cumulative GPA (CGPA) is calculated by taking into account all the courses, in each semester, and rounded off accordingly.

Grade “I”: Incomplete

Grade “I” is awarded to a student who is unable to take the final examination of a course due to unavoidable/extreme circumstances. The student is required to take the final examination of that course within six weeks after approval of results from FBS, provided all the other requirements of the course have been completed. If a student fails to appear in an examination within six weeks, the “I” grade shall be converted to “F” grade.

Grade “F”: Fail

Grade “F” is awarded to a student in a course for not demonstrating adequate performance. Such course(s) must be repeated by the student when offered the very next time.

Grade “W”: Withdrawn

Students may withdraw courses in a semester according to the dates mentioned in the academic calendar. The request for withdrawn courses shall be made with the approval of the HoD on a prescribed form. Fee paid for these courses will not be reimbursed. These courses are to be repeated.

Grade “WIC”: Withdrawn due to Incomplete Course

Theory and Lab course of a particular subject shall be offered in the same semester. “WIC” grade would be awarded in Lab course if student fails or withdrawn from the corresponding Theory course due to any reason. If Theory course is passed and Lab course is failed/debarred, then only Lab course will be repeated.

“WMI” Request Approval

All “WMI” requests must be accompanied by supporting certificate from a Medical Professional employed in any hospitals which are on IST's panel.

Interpretation	Grades
Voluntary Withdrawal	W
Withdrawn due to Short Attendance	WSA
Withdrawn due to Medical Illness	WMI
Withdrawn on recommendation of Disciplinary Committee	WDA
Incomplete Lab Course due to F, W, WSA, WMI or WDA grade in related theory course	WIC

RETAKE EXAM & OHT's/ RECHECKING RULES

Retake of final exam/OHTs are governed by SOP available with Dean Office however a brief procedure is appended below:

- A student will be required to inform his/her academic coordinator or HoD as soon as he/she has faced an emergency that is beyond his/her control
- A student is required to apply for the retake of OHT or Final Exam to Departmental Retake Committee within five working days of examination or two working days after his/her joining of IST whichever comes earlier
- Departmental Retake Committee will decide about the request of the student on emergency grounds or due to death of immediate family member
- Departmental Retake Committee will recommend to HoD for retake of OHT or final exam

Rechecking of final exams is allowed under following rules:

- Attempted answer books of the final exams are shown to the students upon the convenience of the faculty, before the results announcement. However, if the opportunity is missed by the student and if he/she is not satisfied by the result of finals then the student can apply for rechecking of the final exam answer book, through an application on prescribed proforma, available in the Examination Office, within one week after the declaration of results of the final examination. The rechecking fee is Rs 1,000/- per paper
- The change in result, if any, after rechecking of the attempted answer book in the finals, which entails recounting of marks and checking of any unmarked questions, will be communicated to the student within two weeks after the submission of rechecking request

The purpose of this policy is to maintain Personal Folder of each student containing documents from admissions to graduation or leaving the institute.

Documents Collection Procedure

The students are required to bring the below mentioned documents on registration/ orientation day. Original educational certificates will be checked while all other documents (including the copies of educational certificates) shall be collected from the students for record:

- Matric/ IBCC Equivalence Certificate (IBCC attested copy)
- FSC Part 1 Result Card (attested copy)
- HSSC/ IBCC Equivalence Certificate (IBCC attested copy)
- DAE Result Card (IBCC attested copy)
- Copy of Provisional Offer Letter
- Copy of Paid Fee Challans
- Copy of CNIC/ B-Form (Student, Father and Mother)
- Undertaking (as per specimen provided by IST)
- Police Verification Form (as per specimen provided by IST)
- Code of Conduct (as per specimen provided by IST)
- Five Passport Size Photographs with Blue Background (Mention your Name and application ID on the back side of each picture before submission)
- Any other document/ requirement communicated by IST from time to time

STUDENT'S RECORD POLICY

Original Documents' Authenticity

- The authenticity of Original Documents will be established after the submission of educational certificates dually attested by IBCC
- In case of documents/certificates submitted by student are later found to be fake/ bogus/ false/ fictitious/ forged or not in line with academic regulations of the university at any stage (during his/her studies or after leaving IST), he/she will be liable to expulsion from the institute with no liability on IST. In case of Graduation, IST reserve the right to cancel his/her Transcript & Degree and initiate the legal proceedings against him/her with no liability on IST.
- In case of cancellation of admission/suspension from the Institute, admission fee and other dues shall not be refunded
- Applicant is not eligible to claim for any refund or document without submission of duly signed 'No Demand Certificate'
- The Admissions Committee reserves the right to cancel or refuse admission to any applicant without assigning any reason

ISSUANCE OF SEMESTER/ ADDITIONAL TRANSCRIPT

- After announcement of final results, semester wise grade sheets are issued to the students on request (first copy is free of cost). For the second copy, student has to pay PKR. 300/- to finance office and submit payment receipt and fill a request form and submit it to Exam Branch for processing
- Student Transcripts/ Hope Certificates are issued to students free of cost for first copy. For second copy, student has to pay PKR. 300/- to finance office and submit payment receipt and fill a request form and submit it to Exam Branch for processing
- Official Transcripts are issued to students in a sealed envelope upon furnishing payment receipt of PKR. 300/- (per transcript). In case an alumnus requires the same, he/ she has to furnish payment receipt of PKR. 500/- (per transcript) and fill a request form and submit it to Exam Branch for processing
- The grade sheets/ Transcripts/ HOPE Certificates are issued to the student within 2 working days from date of submission of required form/request
- Above mentioned charges are subject to change from time to time

LIBRARY RULES

- IST library is open to members of the following categories, applying for the membership on Library Membership Form. The use of the IST libraries shall be open to IST employees, IST students, and employees of R&D organizations after applying for the membership on Library Membership Form (Form No. LIB-F-01/02) or Library External Membership Form (Form No. LIB-F-05/00), with following categories
 - Category A** **Members of the IST teaching staff**
 - Category B** **Fellows and Research Scholars**
 - Category C** **Students on the roll of the IST**
 - Category D** **Officers of the IST**
 - Category E** **Other employees of the IST**
 - Category F** **External members (Employees of R&D organizations)**
- Members shall be entitled to borrow books from the library A borrowers' card shall be issued to every member by the IST on presentation of which books will be issued to him/her from the library. This card shall not be transferable and should be surrendered at the time of obtaining a clearance certificate. A sum of rupees 100/- shall be charged for the loss of card.
- Books may be issued to members of various categories as under:
 - Category A** **10 books at a time for one semester**
 - Category B** **5 books at a time for one month**
 - Category C & D** **4 books at a time for 2 weeks**
 - Category E** **2 books at a time for 1 week**
 - Category F** **As per category D or category E according to the designation of the member**

- Books once borrowed may be re-issued with the permission of the librarian provided they are not required by any other member
- In case a book is urgently required, the librarian may recall it at a short notice any time and such a book shall be returned immediately by the borrower
- Books and other material of the following description shall not be issued to borrowers but may be consulted in the library during the working hours with the permission of the librarian
 - Reference books, like encyclopedia, dictionaries, reports and other reference
 - Reserved books
 - Rare books and protected documents
 - Microfilms photographs, tape-recorders, video films etc
 - Periodicals/news papers etc
- If any book is damaged, defaced pages torn or mutilated during the period of loan or is lost by the borrower, he/she shall replace it in the original version or pay the cost as assessed by the librarian
- Books borrowed from the library are non-transferable and shall be returned to the library on or before the last date stamped on the borrower's card
- The library timings shall be prescribed by the Librarian from time to time with the approval of the Dean of the IST
- Members of the library shall not be allowed to take umbrellas, sticks, dirty shoes, combustible material and other such articles in the library
- Eating, sleeping, smoking and audible conversation within the library premises shall be prohibited. A serene atmosphere will be maintained

BOARDING FACILITIES

Boarding facilities will be limited to students living outside Rawalpindi/Islamabad area. Students are expected to bring their own blankets/quilts, bed sheets & pillow covers preferably white at the time of joining. Boarding facility will only be given depending on the availability of rooms and on first come first serve basis.

The messing services are provided by IST mess contractor on cash basis. The student will have to pay cash as per his/her selected menu.

Messing Services

Dining Timings

Working Days

Breakfast	0700 hrs to 0800 hrs
Lunch	1300 hrs to 1430 hrs
Dinner	2000 hrs to 2230 hrs

Weekends/Holidays

Breakfast	0730 hrs to 1000 hrs
Lunch	1330 hrs to 1430 hrs
Dinner	2030 hrs to 2230 hrs

In/Out Timing of Students in Hostel

Summer	2130 hrs
Winter	2130 hrs

Quality Assurance Committees

A committee headed by a senior faculty members, administration and students is constituted to check/cater the standard/quality of messing services.

Food Committee	Property Committee
Warden	Hostel Warden
1x faculty member	Senior Caretaker
2x resident students	1x resident student

Attendant

One attendant in each floor of the hostel would be available for cleaning of rooms and other minor chores.

Regulations

- A student shall not occupy a room without due allotment. He/She shall not transfer or exchange it with any other person without the permission of the warden

BOARDING FACILITIES

- The furniture assigned to a room will not be shifted by him/her and shall return it to the hostel authorities when leaving the hostel. He/She will be responsible for making any loss or damage to the issued articles
- A resident who breaks or damages any hostel property will have to pay the cost of the article (s) in addition to any disciplinary action that may be taken against him/her
- The resident will be responsible for keeping their room tidy and clean. They will not dispose off litter in the corridor (s) or other parts of the IST/hostel premises. Every part of the hostel will be open to the hostel authorities for inspection at any time during day or night
- The resident will not leave lights or fan switched on when the rooms are not in use
- The resident will not keep in the hostel any firearms, or other weapons, even if licensed. Violation of this rule shall render a resident liable to expulsion from the hostel/institute
- A room or any part of the hostel premises will not be used as an office for political, religious or sectarian body use by students
- Guests are not allowed to stay overnight without the permission of the (Admin) warden/DD (Admin)
- The residents will be responsible for the personal valuable articles or cash left in the rooms such as radios, computers, watches, CD player etc
- The residents will not use extra electrical items like heater, air cooler, television or an air conditioner without the proper permission of the hostel authorities

- The residents are not allowed to gamble or to use any intoxicants and narcotics. Violation of this restriction shall render a resident liable to expulsion from the hostel
- The resident will not tamper the room door locks nor should they change the fittings
- The residents will meet their guests in the designated area of the hostel only
- The resident will abide by the agreed timing of the outside activities
- The resident will not paste posters, writings, wall-chalking and slogans of any kind
- Smoking of any kind shall be strictly prohibited within the premises of the hostel. Music, Radio etc will be played at low volume so that sound does not emanate from the room
- If a student does not follow the hostel regulations, a fine/ticket will be issued and his hostel allotment may be cancelled for repeated violations

Telephone Facility

Telephone calls can be made through telephone available at reception.

Laundry Facility

Laundry facility is available on payment.

DUES POLICY

Fee Structure (for Local Students)

Fee Structure	Engineering Programs			Science Programs	
	Aerospace Engineering, Avionics Engineering, Electrical Engineering, Mechanical Engineering	Materials Science & Engineering	CS/AI/DS/SE/CE	Space Science Biotechnology	Mathematics Physics
Admission Fee	35,000/-	35,000/-	35,000/-	35,000/-	35,000/-
Endowment Fund	7,000/-	7,000/-	7,000/-	7,000/-	7,000/-
Library Development Fund	7,000/-	7,000/-	7,000/-	7,000/-	7,000/-
Total of One Time Charges	49,000/-	49,000/-	49,000/-	49,000/-	49,000/-
Per Semester Dues					
Tuition Fee	151,534/-	144,946/-	127,962/-	122,399/-	80,526/-
Service Charges	8,470/-	8,470/-	8,470/-	8,470/-	8,470/-
Safe/Smart Campus Charges	2,420/-	2,420/-	2,420/-	2,420/-	2,420/-
Total of Per Semester Dues	162,424/-	155,836/-	138,852/-	133,289/-	91,416/-

Optional Charges per Semester	
Hostel Charges	55,000/-
Transport Charges	As per Contract's rates
Locker Rent	1000/-

After 8th semester of BS Programs =All Service Charges
+ 3 Cr. Hr. Fee + Fee of any Registered Course
(Rs. 9900 + Rs. 30,000 = Rs. 39,900 + Fee of any
Registered Course)

Note;

- Repeat/Add Course Fee will be Rs. 7,500 per credit hour.
- All Fees/Charges are subject to change from time to time.
- Charges are applicable only if services are offered by IST.
- All Credit Terms will be charged as notified by FBE.
- Health Insurance for student may be arranged by the Institute and charges / Premium will be charged as per actual.
- Student ID Card Fee is Rs. 1000.
- Application processing Fee (non-refundable) is Rs. 3000.
- Process charges are Rs. 10,000 per semester.

Fee Structure (for International Students)

Fee Structure	Engineering Programs		Science Programs		
	Aerospace Engineering, Avionics Engineering, Electrical Engineering, Mechanical Engineering	Metallurgy & Materials Engineering	CS/DC/AI/SE/CE	Space Science Biotechnology	Mathematics Physics
Admission Fee	2000/-	2000/-	2000/-	2000/-	2000/-
Endowment Fund	250/-	250/-	250/-	250/-	250/-
Library Development Fund	250/-	250/-	250/-	250/-	250/-
Total of One Time Charges	2500/-	2500/-	2500/-	2500/-	2500/-
Per Semester Dues					
Tuition Fee	5,357/-	5,124/-	4,822/-	4,612/-	3,045/-
Service Charges	275/-	275/-	275/-	275/-	275/-
Safe/Smart Campus Charges	275/-	275/-	275/-	275/-	275/-
Total of Per Semester Dues	5,907/-	5,674/-	5,372/-	5,162/-	3,595/-

Optional Charges per Semester	
Hostel Charges	US \$ 600/-
Transport Charges	As per Contract's rates
Locker Rent	Pak Rs. 1000/-

After 8th semester Continual Enrollment of BS
Programs=All Service Charges + 3 Cr. Hr. Fee + Fee of any
any Registered Course
(US \$ 500 + US \$ 1,320 = US \$ 1,820 + Fee of any
Registered Course)

Note;

- Repeat/Add Course Fee (i) US \$ 440/- per credit hour will be charged.
- All Fees/Charges are subject to change from time to time.
- Charges are applicable only if services are offered by IST.
- All Credit Terms will be charged as notified by FBE.
- Health Insurance for student may be arranged by the Institute and charges / Premium will be charged as per actual.
- Student ID Card Fee is Rs. 1000/-.
- Application processing Fee is US \$ 150/- through direct remittance in IST Bank Account.
- Process charges are US \$ 10,000 / per credit semester.

Registration

- Before the commencement of classes of each semester, all active students are registered for courses offered by respective department. A student shall not be considered to have been registered for the semester unless all previous dues have been paid.
- Hostel accommodation and transport facilities shall only be provided to students after registration.
- Every student must update his/ her personal information shown in student portal at the start of every semester.

Fine for Late Payment

The following fine will be levied for payment of fee after due date:

- For first fifteen days after the due date, 5% of the total payable amount.
- After fifteen days and up to one month after due date, 10% of the total payable amount.
- Students will only be allowed to appear in final exam after deposit of outstanding dues along with fine.

Mode of Payment

Payment of fees can be made through online Transfer/Bank Draft/Pay order against the fee challan issued at any online branch of HBL (Nationwide).

Note: Cheques and Cash are not acceptable.

PAYMENT OF FEE

Fee Refund

- The date of request for fee refund claims will be considered from the date of receipt of application through email at refund@ist.edu.pk
- To apply for refund, an applicant is required to email refund request at refund@ist.edu.pk along-with the reason of leaving IST, Fee Payment Proofs (Paid Challan Form/s or Online Transaction Record) & Copy of CNIC of Guardian.
- Application Processing Fee and Admission Fee are non-refundable.
- From Registration, all students are required to complete NDC to process the refund of dues (if any) as per fee refund policy.
- Tuition Fee, Service Charges, Safe/Smart Campus Charges, Endowment Fund, Library Development Fund and ID Card Fee are refundable within 30 days of commencement of classes on a pro rata basis as given below. No refund shall be admissible after 30 days of commencement of classes either one joins IST/avails facilities or not.

Timeline for Refund of Compulsory Fees	%age of Refund
Upto 10th day of commencement of classes	100%
Upto 15th day of commencement of classes	80%
Upto 20th day of commencement of classes	60%
Upto 30th day of commencement of classes	50%
31st day onwards of commencement of classes	0%

- If admission is offered after commencement of classes, date of commencement of classes will be considered as mentioned in offer letter.
- The Tuition Fee can be carried forward and utilized in the subsequent semester if a student seeks postponement (Freeze) of his/her studies within two (2) weeks of the commencement of the semester. However, after the above-mentioned time frame, any request for the Tuition Fee to be carried forward shall only be permitted under special hardship circumstances as per IST's semester freeze policy. If student wants to leave the institute after freezing his/her semester, then dues will be refunded according to prevailing refund policy at the time of freezing the semester.
- Adjustment of student liability from 2nd Semester onward will be based on class attendance & facility will be charged as per actual. The application for the adjustment of student's liability will only be entertained on the verification by concerned HoD and approval of Registrar.
- In case of Admission cancellation in 1st semester cheque of fee refund will be issued in the name of Student's Father/Guardian.
- 100% dues will be refunded in case where student could not attain requisite marks/grade for admission as prescribed by the institute. This policy is only applicable on fresh admissions. However Optional Charges will be deducted as per actual usage of facilities based on 4.5 Month/Semester Basis.

PAYMENT OF FEE

- Hostel Charges are refundable within 30 days of registration on a pro rata basis as given below. No refund shall be admissible after 30 days of registration either one joins IST/avails facilities or not. However, refund will be calculated based on the date of application or date of leaving the facilities whichever is later.

Timeline for Refund of Compulsory Fees	%age of Refund
Up to 7th day of Registration	90%
From 8th to 15th day of Registration	75%
From 16th to 21st day of Registration	50%
From 22nd to 30th day of Registration	25%
From 31st day of Registration	0%

- 100% optional dues will be refunded if application is received before the registration day.
- During continual enrollment, a student can avail monthly hostel facility maximum up to two months. Otherwise S/he will have to pay full semester charges.

Sponsorships

Several elite national Research and Development (R&D) organizations provide sponsorships to the deserving students after test/interview. The sponsorship covers tuition fee and a guaranteed job after graduation, provided all requirements of the sponsoring organization are fulfilled by the candidate.

Scholarships

IST awards merit scholarships to high achievers in each semester as per the existing policy. Need Based Scholarships are also given to the students, depending upon the availability of funds.

Note: A student obtaining scholarship/sponsorship from any source will not be considered for merit scholarship or any other scholarship offered/announced by IST.

PROHIBITED ITEMS

- Political, sectarian or ethnic activism
- Narcotics possession and abuse, littering or polluting environment
- Smoking in the hostels or academic blocks
- Food in the academic blocks
- Inappropriate behavior
- Causing damage to institute's property
- Chewing gum in campus
- Weapons of all kinds
- Playing cards within IST Campus
- Entering/staying in IST without a valid Student ID card

EMERGENCY/MEDICAL AID

- Medical room with a nursing assistant is available during working hours
- First Aid shall be provided by the institute free of cost. However, arrangements will be made to take any student for emergency in nearby hospitals. Medical bills will be cleared by the students/parents/guardians

CLUBS AND SOCIETIES

Clubs and Societies

- The institute has a rich and diverse student life. Many student clubs, societies and associations covering cultural, theatrical, social interests, sports and literary areas will be supported to enrich your experience. They are a great way to meet people and make friends who share your interests. The details of these clubs and societies is available in Undergraduate Prospectus
- Those students, who are unable to find a club or society of their interest, are encouraged to start their own, involving some faculty members. However, such envisaged society must go with the cultural environment of IST

All members of the institute's community must observe the following dress code:

For Men

- Proper national dress
- Trousers, dress/bush shirt, moccasins/dress shoes (Black/brown) with socks; shirts to be tucked in
- Clean jeans with all stitching intact, dress/bush shirt and T-shirt (without slogans) with sleeves and collars, moccasins/dress shoes black/brown or clean joggers with socks
- No head gear of any type in the academic blocks is allowed
- Hair to be trimmed above collar line; proper shave or neatly kept beard
- For formal occasions/convocation: Black suit, white shirt, tie, black shoes

For Women

- Full sleeve & knee-length shirt and shalwar/trousers
- Dupatta
- No visible make-up
- Only light jewelry
- Jeans with long shirt and dupatta
- For formal occasions/convocation: White dress with black court shoes

PROHIBITED DRESS ITEMS/STYLE

Any style that would detract from the learning environment is unacceptable. At no time the following items of clothing or hair style, will be acceptable for IST students on campus:

- Kameez/Kurta Shalwar (For boys only) Polo shirts without collar
- Ripped, sagging, torn, wrinkled, dirty or unsafe clothing
- Sneakers, open/loose shoes, sandals or Hawaiian footwear/flip flops
- Clothing with offensive, objectionable and/or controversial wording or symbols, pictures
- Clothing that are obscene or suggestive and clothing that promotes or advertises tobacco products
- Hats, headbands or any other type of headgear in classrooms/labs. These items are subject to confiscation and will be held for parental pick-up
- Clothing that is associated with or denotes any social or ethnic group tight fitting clothing or clothing with inappropriate pictures or slogans, pants worn below the waistline and/or dragging the floor
- Extreme personal presentation of any type (e.g. hair style, tattoos)
- Hair that will come past or over the collar or eyebrows
- Students not dressed properly will be asked to change clothes and/or will be sent home with parent notification

A fine ticket is issued in violation of the code of conduct of the institute. Issuance entails payment of fine within Two Weeks of issuance of the ticket. Additional fine of Rs. 5/- per day is charged on late payment. In case a student is issued three tickets over a period of time, his case will be referred to the Discipline Action Committee of institute. Students will not be allowed to sit in the final exam in case of non-payment of fine.

Charges

- Damage to Institute property
- Unethical/Immoral behavior
- Violation of dress code
- Use of inappropriate language
- Violation of hostel rules
- Use of cell phone, camera, etc. in prohibited areas
- Others

Fine Amount

- Rs. 100/-
- Rs. 250/-
- Rs. 500/-
- Rs. 1000/-

STUDENT CODE OF CONDUCT

A student “Code of Conduct” form will be given to you separately, containing the following information. The same would be required to be signed by the student and returned to the Admissions Office.

- I will uphold the Institute's Values and strive to strengthen its mission
- I will not smoke in IST premises
- I will remain a responsible and respectful member of IST community and will be accountable for my actions in accordance with Institute's Regulations
- I will neither initiate nor participate in any political/religious activity and will not contribute in any way to a divisive or hostile environment within the institute and its allied facilities
- I will strictly refrain from initiating or participating in any “fooling” or “hazing” activity, which I understand is strictly prohibited at the institute
- I will not engage in any activity to gain academic advantage through unfair means
- I will be caring towards the institute's property and use its facilities and equipment for approved and intended purposes only
- I will be held responsible for any damage caused to the institute's property as a result of my actions
- I will abide by the IST “Dress Code” under all circumstances
- I will always uphold the dignity of IST and will display a decent behavior all along my academic tenure
- I understand that any violation of aforementioned instructions will be considered against discipline and may result in financial penalty or otherwise

Student's conduct at the Institute will be governed by the Student Code of Conduct. Violations of code may be referred by any member of the IST's community to the Disciplinary Board for possible punitive action. If a student, gets three disciplinary warnings in his/her academic period, he/she will be expelled from the institution.

The following actions, whether occurring on school/college premises or elsewhere are examples of conduct which is not acceptable to IST and may lead to instigation of formal student disciplinary procedures:

- Conduct which constitutes a criminal offence e.g. assault, theft, fraud, deceit, dishonesty or deception
- Plagiarism, indecent, disorderly, threatening or use of offensive behavior or language towards any student, teacher or member of administration and management
- Any form of harassment
- Misuse of IST property
- Violation of Dress Code
- Interference in the function (academic and administration) of IST
- Keeping illegal substances into IST premises
- Smoking in the classroom, IST premises, parking area
- Bring bad reputation to IST's name by indulging in any undesirable activity
- There shall be no restriction on bringing personal effects to the campus; however mobile phones must be deactivated in academic block

IST's ANTI-HARASSMENT POLICY

A robust anti-harassment policy is a critical component of any organization's efforts to promote a culture of respect, equality, and safety. IST is committed to fostering an all-inclusive and supportive learning environment for its community. In accordance with the Protection against harassment of women at the workplace act, 2010, and the Higher Education Commission's (HEC) Policy on Protection against Sexual Harassment in Higher Education Institutions, IST has a zero-tolerance policy for any untoward conduct that violates the dignity of any individual within the institution. The guidelines, along with contact information of the concerned members, are available on the website.

- Students have access to labs only during lab hours unless accompanied by responsible faculty member
- Personal visitors are restricted to the institute grounds and hostel common areas only
- Personal visitors may be permitted inside the campus perimeter between 1700 hrs and 2100 hrs from Monday to Friday and 0900 hrs to 2100 hrs on weekends/holidays
- All resident students are required to be back from their outings by 2300 hrs in summers and 2200 hrs in winters
- During institute hours, personal visitors will only be allowed inside the campus if received by student at the main gate. For which prior permission will be obtained
- No private vehicles are allowed inside the campus, they can however be parked in the designated parking area outside the main gate
- All students must swipe their IST cards while entering/leaving IST gate
- Restricted items such as weapons and narcotics are strictly forbidden on campus and hostels

DOS AND DON'T'S

Do's

- Do go to classes
- Do ask questions
- Do learn as much as you can
- Do think ahead by setting goals
- Do organize your time
- Do go to the library
- Do get involved
- Do your best and forget the rest
- Do take responsibility for your success/failure
- Do familiarize yourself with IST's academic environment and facilities
- Do respect your roommate(s)
- Do maintain personal hygiene
- Do spend money wisely
- Do Practice normal safety procedures
- Do be positive about higher education
- Do stay calm in anxious times

Don'ts

- Don't sleep through class
- Don't be scared to ask questions
- Don't let time escape
- Don't live in the moment, plan ahead
- Don't squander your time
- Don't view learning as an obstacle
- Don't get in the habit of skipping classes
- Don't borrow more than you can repay
- Don't get involved in conflicting /controversial religious political and ethnic issues Don't think only about yourself
- Don't shrug off opportunities that arise
- Don't hole up in your dorm and not join any clubs and societies
- Don't forget that you are not alone
- Don't litter around
- Don't wait until the last day/week to begin the exam preparation

IMPORTANT TELEPHONE NUMBERS

Maj. Gen. Dr Syed Najeeb Ahmed, (Retd) Vice Chancellor	051-9075401
Dr Muhammad Abdul Rehman Khan Dean	051-9075403
Dr Syed Adnan Qasim Registrar	051-9075486
Dr Raees Fida Swati Head of Department Aeronautics & Astronautics	051-9075530
Dr Saad Nauman Head of Department Metallurgy & Materials Engineering	051-9075567
Dr Owais ur Rehman Shah Head of Department Mechanical Engineering	051-9075695
Dr Sajid Ghuffar Head of Department Space Science	051-9075874
Dr Khurram Khurshid Head of Department Computing	051-9075412

IMPORTANT TELEPHONE NUMBERS

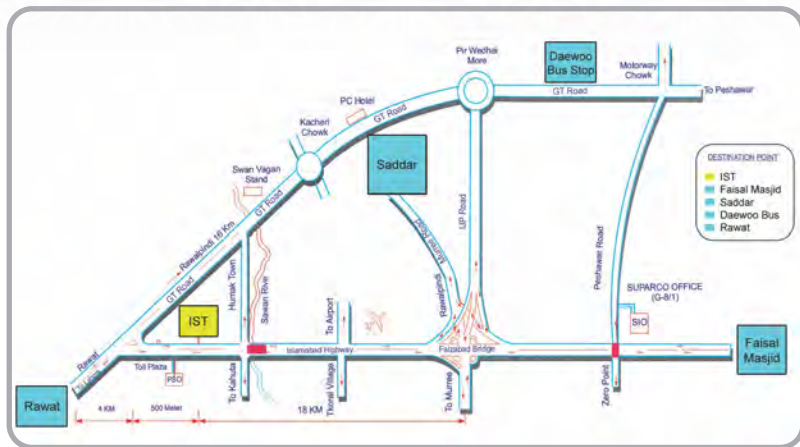
Dr Adnan Zafar Head of Department Electrical Engineering	051-9075692
Dr Maryiam Javed Head of Department Applied Mathematics & Statistics	051-9075585
Dr Syeda Ayesha Bukhari Head of Department Humanities & Sciences	051-9075455
Dr Sajid But Director ORIC	051-9075593
Hasham Tariq Director Admin & Project Development	051-9075500
Aftab Rameez Director Human Resource	051-9075468
Engr Hamid Amir SI(M) Controller of Examinations	051-9075513
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The institute reserves the right to discontinue any portion or make amendments at any time without notice.



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