



GRADUATE  
STUDENT'S HANDBOOK  
**2024**



**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

**TÜV**  
AUSTRIA

**Management System as per  
EN ISO 9001 : 2015**

In accordance with TÜV 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.: 20001190002033

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Rashid Mehr  
CEO  
Certification Body  
at TÜV AUSTRIA

Lahore, 2019-07-30

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

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Certified, also

Headquarters in Austria bear the responsibility of the Certification process

Unauthorized use and/or disclosure, even if partially, of this certificate is subject to the agreement by TÜV AUSTRIA



**PakSat-1R**  
launched on 11 August 2011



## STATEMENT of VALUES

- 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

Welcome to the Institute of Space Technology (IST) – a modern cathedral for those who seek knowledge and are passionate about the idea of conducting research and development to usher the country and its people to an era of prosperity. Universities are taken as a great hope for a country's future and it is an honor to be part of an institute that boasts an excellent track record when it comes to creating a perfect harmony between academia and industry. This linkage is at the heart of every country's progress since it gives students a chance to gain first-hand experience of working in a professional environment before they become professionals while also providing industry with skilled manpower that improves its overall efficiency. Sky has never been the limit for IST. We aim to go beyond that and with sheer dedication, loyalty and hard work, you will be able to enjoy a great future by becoming part of a growing institute which has climbed to fourth in the Higher Education Commission (HEC) rankings for engineering universities. At IST, students are provided with multiple platforms that test their intellect and skills while preparing them for life after graduation. With a highly trained and experienced faculty that has made the institute proud on both international and national platforms, students stand to gain a lot during lectures.

Equipped with all the resources required to create a great working and teaching environment, students at IST have non-stop access to all the tools they need to further their horizons. An up to date library provides access to scientific journals and ebooks while the state-of-the-art laboratories ensures that students are conducting tests with the help of updated instruments since we endeavor to keep up with the constantly evolving technology. It is with great confidence and pride I welcome you again to IST which will provide you a sound platform to further your academic horizons if you are up for the challenge.



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# PhD Academic Regulations

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## Minimum Requirements for the Award of PhD Degree

The minimum requirements for the award of the Ph.D. degree are given below:

- Successful completion of a minimum of 42 credit hours which includes:  
(1) 18 credit hours of core and elective graduate level coursework; and  
(2) 24 dissertation research credits registered for and completed as Thesis phase 1, 2, 3 and 4
- Considering the specialization requirement of the PhD program, the DBGS of a particular department may suggest/specify additional non-credit courses to the enrolled PhD students. GPA of these non-credit courses will not be counted towards calculation of CGPA
- Passing of relevant admission test defined by IST
- Completion of non-credit pass/fail based "Research Method" course with a pass (60% marks) before the registration of Thesis Phase-I
- Completion of coursework with a minimum of 3.00 CGPA
- Successful Completion of Ph.D. Comprehensive Examination
- PhD Proposal Defense to be completed within 1st six semesters of the registration into PhD Program
- Review and approval of written PhD thesis document by field Expert(s)
- Publication of first-authored research article(s) (relevant to PhD research work) of required categories in HEC-Journal Recognition System (HJRS) ranked journals
- Approval of the written PhD Thesis document by the Dissertation Defense Committee
- Final Thesis Defense: Passed with 60% marks



# PhD Academic Regulations

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- For the award of PhD degree, a candidate must have secured at least 60% in each thesis phase and its requisite components including coursework, proposal defense, and approval of dissertation document by internal and external experts/reviewers and public defense of dissertation. Failure to maintain the minimum satisfactory performance (60%) during any thesis phase and its associated requirement will restrict student's transition to next phase

## Comprehensive Examination

- Comprehensive Exam will be taken after successful completion of PhD coursework with minimum 3.00 CGPA
- Academic departments are suggested to conduct the comprehensive exam within 6-months after the completion of student's coursework
- Comprehensive exam may be conducted twice a year, 1st in Spring semester (mid-April) and 2nd in Fall semester (mid-November)
- The comprehensive exam will comprise of written and oral components
- The oral examination will be scheduled within three weeks after the successful completion of the written exam. Only those students who pass the written exam will be eligible to appear in the oral exam
- A student who fails any component (written/oral) of the comprehensive exam is required to retake failed component of the examination during the subsequent administration of the examination
- A student is allowed to fail any component (written/oral) of the examination only once. Failing any component twice will result in

# PhD Academic Regulations

automatic termination of the student's registration of the program

## Dissertation Research Credit Hours

- For the award of the PhD degree, PhD student is required to complete minimum 24 credit hours of dissertation research
- Thesis credit hours will be registered as Thesis Phase-1, Thesis Phase-2, Thesis Phase-3 and Thesis Phase-4
- The credit hours' limit for each Thesis Phase is 6\
- The successful completion of comprehensive exam is requisite prior to register for Thesis Phase-1, however, Thesis Phase-2 will be registered after successful defense of Synopsis and provision of DBGS minutes
- In case a student's work is evaluated as Continuous (CN), he/she may get six months (one-time extension) to complete pending tasks. However, failure to make any progress after the six months' extension will require the candidate to re-enroll for that semester
- A student must have secured at least 60% marks in each thesis phase. In case of failure during any thesis phase will restrict student's transition to next phase
- In case, a student's performance is evaluated as unsatisfactory during any particular Thesis Phase, he/she has to repeat that Thesis Phase. Failure to get satisfactory performance grade ( $\geq 60\%$ ) more than twice during entire Thesis Research Phases will result in termination of the program

# PhD Academic Regulations

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## Proposal Defense (Synopsis)

- The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within 1st six semesters of the registration into a PhD program. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student
- The Dissertation Proposal Defense should be scheduled once the student has successfully passed the Comprehensive Exam
- The successful completion of the Proposal Defense ( $\geq 60\%$ ) is prerequisite for the advancement to doctoral candidacy
- If a student delays his/her proposal defense beyond two semesters after passing the comprehensive exam, the DBGS reserves the right to decide whether to:
  - Allow the student to remain in the program on probation with a condition to defend dissertation proposal in the suggested time period, provided it does not exceed the time bar of 1st six semesters OR
  - Terminate the student's program of study for not meeting the requirements

## Dissertation Evaluation

The PhD dissertation must be evaluated by:

- At least two external experts who shall be:
  - PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year

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- Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science OR
- At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences
  - The DBGS of the concerned department will suggest / nominate the external expert(s) for the evaluation of the dissertation. However, the authority to finalize the selection of the external experts from the nominations will rest with GSRC
  - The positive feedback ( $\geq 60\%$ ) of external expert(s) is requisite for the approval of the dissertation
  - In case one of the two external experts declare the dissertation rejected, the dissertation will be submitted to a third external expert for the evaluation. Failure to get the approval of the dissertation from the third external expert will result in termination of the student's degree program.
  - In case dissertation is being evaluated by only one external expert and he/she declares it as rejected, PhD dissertation will be sent to second external expert, however, failure to get approval from second expert will result in termination of the student's PhD degree program.

# PhD Academic Regulations

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## Public Defense of Dissertation

- Following the approval of the dissertation by external expert(s), the public defense of the dissertation will be conducted
- The dissertation defense will be evaluated as:
  - Pass ( $\geq 60\%$ )
  - Pass with minor changes (51% - 59%)
  - Pass with major changes (50%)
  - Rejected ( $< 50\%$ )
- In case of rejection, the student will be required to retake the defense within six months after the first defense attempt. Failure to get satisfactory performance grade ( $\geq 60\%$ ) for the second defense attempt will result in termination of the student's degree program

## Research Publication

- For the award of PhD degree, a PhD researcher shall be required to publish research article(s) meeting the following criteria (ranked by HJRS):
  - At least:
    - One research article in W category journal or two research articles in X category journals, for Science disciplines
    - One research article in X category journal or two research articles in Y category journals, for Social Science disciplines
- The PhD researcher shall be the first author of these publications
- The research article shall be relevant to the PhD research work of the PhD researcher
- The article shall be published after approval of the research synopsis

# PhD Academic Regulations

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- The article shall be published in a relevant research journal

## Duration of PhD Program and Policy for Extension

- The PhD degree shall not be awarded before the completion of three years or six regular semesters and not after completion of six years or 12 regular semesters
- The completion date of PhD degree shall be reckoned with the date of notification of completion of PhD degree. The maximum duration shall be determined from the date of student enrollment (excluding zero semester, if applicable) until the date of the completion notification of the PhD degree
- In case a student fails to complete the program requirements within restricted time (six years), he/she may request for further extension of maximum two years. DBGS may or may not forward the request to GSRC for necessary action
- The GSRC reserves the right to accept or reject requests for extension on case to case basis
- The extension can be granted only for maximum two years. Failing to complete the program requirements within approved extension period will result in termination of the PhD program

## Award of Post Graduate Diploma/Certificate

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a

# PhD Academic Regulations

Institute of Space Technology

Graduate Level Diploma/Certificate/Transcript or another MS. Such students are allowed to convert PhD into existing MS degree program. SoP of MS program, will be followed and implemented on such students.

## Course Repetition and Grade Improvement Policy

A student may request to repeat any two graduate level approved courses only once during the entire academic program, under specified circumstances with certain restrictions as follows:

### Circumstances

- To improve his/her CGPA if less than 3.00 (latest grade earned will be counted towards CGPA)
- To pass an "F" grade course
- Replacement/Linkage of elective course for the purpose of grade improvement (latest grade earned will be counted towards CGPA)

### Restrictions

- The grade improvement policy will be applicable to the approved PhD coursework. Students are not allowed to replace core PhD courses with non-core courses or PhD non-core courses (such as electives) with core courses.
- In either case, the student is required to submit a request form for re-registration of the particular course(s) in subsequent semesters to Admission Office routing through HoD of the concerned department. However, re-registration will depend upon the course-offering schedule (Spring or Fall) of the concerned department.
- In case of course repetition, the earned grade point average of the revised/repeated course (final attempt) will be considered for the

# PhD Academic Regulations

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calculation of CGPA. However, grade history of the revised courses will be shown on official transcript.

- Students will incur re-registration charges for repeat/improve/course replacements.
- Course replacement will be considered as “repeating the course” and will be counted towards the count of repeat courses. Similarly, “F” grade in an elective course that got replaced by another elective course will still contribute towards the “F” credit hours' limit.

## Program Termination

A student's course of PhD program will be terminated under the following conditions if he/she:

- Earns “F” grade in more than three credit hours' coursework
- Receives “F” grade in repeat course (either repeated for passing of “F” grade or repeated for linkage/improvement of grade)
- Fails to maintain 3.00 CGPA on completion of coursework even after availing two repeat chances for improvement of grades/passing of an “F” grade
- Fails to clear GAT before starting of 3rd semester
- Fails to complete coursework, comprehensive & synopsis defense requirements within stipulated time
- Fails twice in any component (written/oral) of the comprehensive exam
- Receives unsatisfactory progress grade by his/her supervisor in more than two Thesis Phases
- Violates the ethics of academic and research integrity by three



# PhD Academic Regulations

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- consecutive counts of plagiarism
- Research misconduct that include falsification, fabrication and misrepresentation of research data
- Violating university rules
- His/her dissertation evaluation is rejected by two external experts

## Add/Drop Courses

Students may add or drop courses in a semester according to the dates mentioned in academic calendar. The request for add or drop courses shall be made with the approval of the academic advisor/Admissions Committee on the prescribed form.

## Grade "I": Incomplete

Grade "I" is awarded to a student who is unable to take the final examination of a course due to extreme circumstances. Any such student is required to take the final examination of that course within six weeks of the approved results by FBS, provided all the other requirements of the course are completed. If a student fails to appear in examination within six weeks after announcement of result/convening of FBS, "I" grade will be converted to "F" grade.

## Grade "W": Withdrawn

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

# PhD Academic Regulations

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required to be repeated by the students whenever offered the very next time.

<b>Interpretation</b>	<b>Grades</b>
Voluntary Withdrawal	W
Withdrawn due to Short Attendance	WSA
Withdrawn due to Medical Illness	WMI
Withdrawn on recommendation of Disciplinary Committee	WDA

**Note:** W, WSA, WMI and WDA are not counted as repeat courses. However, there should be no unresolved F grade, W, WSA, WMI, WDA or 'I' grade left during the PhD program. Students will incur registration charges for resolving of any kinds of W grade.

## **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 repeat and non-credit course as well.

## **Semester Freeze**

A PhD student may freeze studies for at most two regular semesters according to the dates mentioned in the academic calendar, based on medical grounds or other genuine reasons. However, the student cannot apply for freeze in the 1st semester. The student will lose his/her registration

# PhD Academic Regulations

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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 approval of respective HoD and Dean IST, student will pay the prescribed semester freeze fee and submit the challan in Finance Office. Admissions Office will update the student status in Academic Management System (AMS) after confirmation by Finance Office.

## **Semester Freeze After Due Date**

A PhD 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 on the IST panel.

## **Re-admission**

A student dropped-out on academic basis, may apply for readmission through the regular admission process with the subsequent intake.

## **Academic Integrity**

Academic integrity is maintained strictly. A zero-tolerance policy is enforced for academic dishonesty. Any such case is referred to the Disciplinary Committee. The committee after due process can award major or minor

## PhD Academic Regulations

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penalty. The student has the right to appeal against the decision to VC (IST), within 15 days of serving of decision of disciplinary committee. The decision taken by the VC (IST) will be final and binding.

### Conduct and Discipline

Good conduct and discipline is expected of all students of the Institute. Any case of misbehavior or indiscipline is dealt strictly. If a student's registration is ever cancelled on disciplinary grounds, the student shall be ineligible for readmission to the Institute.

**Note!** Changes in PhD policy can be made in due course of time to keep it in compliance with HEC guidelines, rules and regulations. These changes can be issued without any prior notice and shall be applicable to all students instantly or as decided by IST statutory bodies.

# MS Academic Regulations

Institute of Space Technology

## The Academic Program

### Minimum Requirements for the Award of MS Degree

The minimum requirements for the award of Master of Science degree are:

- The minimum requirements for the award of Master of Science degree are:
  - 24 credit hours of core and elective coursework, with a Cumulative Grade Point Average (CGPA) of 3.00 or more
  - 6 thesis research credit hours registered for and completed as Thesis phase 1, & 2 and minimum 'B' grade in thesis
  - Or additional coursework of 6 credit hours (with CPGA 3.00 or more) for coursework based MS degree
- Thesis can be registered after completion of 18 credit hours of coursework but final defense will not be held unless student has  $CGPA \geq 3.00$  in 24 credit hours of coursework
- Submission of at least one 1st authored research article from thesis related work in HEC recognized journal preferably JQRS recognized journal, quality conference or JST (Journal of Space Technology)
- Students completing their MS with coursework only (30 credit hours) are exempted from writing research thesis and submission of article
- Passing of a non-credit "Research Methodology" course of three credit hours (applicable from batch intake Fall 2018 and onwards)
- There shall be no unresolved 'F' grade, W, WSA, WMI, WDA or 'I' grade left during the program
- Passing of relevant admission test defined by IST

# MS Academic Regulations

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- All degree requirements are to be completed in a maximum duration of 4 years. For MS students who have completed 4 semesters (2 years) but their degree requirements have not yet completed and are enrolled for 5th semester will be charged continual enrollment fee for all subsequent semesters
- No degree will be awarded if all degree requirements are not completed within 4 years from the date of start of 1st semester (duration of zero semester is not included)
- A student shall be registered continuously for the entire duration
- Any other requirements approved by the competent authority as and when required

## Credit Hours\*

MS students are required to complete following credit hours to earn MS degree:

• Aerospace Engineering	30
• Electrical Engineering	30
• Computer Science	30
• Materials Science & Engineering	30
• Mechanical Engineering	30
• Remote Sensing & Geo-Information Science	30
• Astronomy & Astrophysics	30
• Mathematics	30
• Statistics	30
• Global Navigation Satellite Systems	30
• Physics	30
• Environment & Climate Sciences	30

# Repeat Course Policy

## Number of Repeat Courses

- MS student can register a total of three repeat courses during entire MS program which include the following:
  - Repeat attempt for passing of “F” grade
  - Repeat attempt for improvement of grade (latest grade earned will be counted towards CGPA)
  - Linkage of elective course for the purpose of improvement of grade (latest grade earned will be counted towards CGPA)
- “F” grades in maximum six credit hour courses are allowed during entire MS program. A student will be dropped from MS program if he gets “F” grade in more than six credit hour courses

## Repeat Course

- Course repetition is allowed for students seeking to improve grades including “F” grades which are mandatory. However, only one attempt per course and a total of three repeats are permissible in the entire MS program. The latest grade earned shall be considered for computation of cumulative GPA. A letter “R” will be affixed against the course attempted the first time, and symbol # will be affixed with the grade earned on the repeat attempt on the transcript
- Student has to formally apply for a repeat course at the time of registration of course with the approval of HoD otherwise his course will not be linked and would be considered as a non-credit course
- In order to improve a grade including “F” grade, a student can

## Repeat Course Policy

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either repeat the same course OR can register any other elective course other than core/mandatory course for which student has to formally intimate in writing at the time of registration of course for linking it with the existing elective course. Such elective course will replace the course in which a student got "F" grade/grade improvement. Both the courses will remain listed in the main body of the transcript. The later result will be counted towards CGPA. A special symbol will be used to show the linkage of such courses in the transcript

- An elective course can be linked with only one elective course during entire MS program
- The grades on transcript will reflect that the student has repeated the course
- "F" grade in a repeat course (either repeated for passing of "F" grade or repeated for improvement of grade) will render the student dropped out from MS program
- The students will only be allowed to repeat a course if the seats are available in a classroom after admitting the students of a regular batch. The preference will be given to the students who have lower grades over the students who have higher grades, if the number of students exceeds the capacity of a classroom
- Students will incur re-registration charges for repeat courses
- The students, who have repeated any course, are ineligible to get academic medals and merit certificates
- W, WDA, WSA and WMI are not counted as repeat courses



# Non-credit Course/Course Replacement

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## Non-credit Course

A non-credit course will be registered by a student after his written request in 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-credit course before the withdrawal date mentioned in the academic calendar. Such courses will be listed separately at the bottom of the main body of the transcript. These courses will not be counted towards CGPA. Additional course(s) other than approved course plan (24 credit hours) will be considered as non-credit course(s). Request to change course status (after specified timeline) will not be considered later at any stage of student's degree program. Fee for non-credit course(s) will be charged as credit course(s).

## Replacement of Elective Course

If a student wishes to replace an elective course with another elective course, this replacement will be considered as "repeating the course" and will be counted towards the count of repeat courses. Similarly, "F" grade in an elective course that got replaced by another elective course will still contribute towards the "F" credit hour limit.

# Student Evaluation

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A student's academic progress/standing is determined and monitored through the following modes of evaluation.

**Assignments:** These are the problem sets or projects to be completed independently.

**Quizzes:** At least two unannounced quizzes per credit hour of up to 5 to 10 minutes duration.

**Reports/Projects:** These are reports to be prepared on the basis of assignments/projects.

**One Hour Tests (OHTs):** These are announced tests of 50 minutes duration. Two OHTs are taken for each course in a semester.

**Finals:** These are announced tests of a maximum of three hours duration for each course of a semester during the 18<sup>th</sup> and 19<sup>th</sup> week.

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

Assignments	5%
Quizzes	15%
Hour Tests	30%
Project	10%
Final	40%

## Retake of Final Exam & OHTs

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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

## Monitoring and Performance

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SGPA/CGPA will be the primary measure of academic performance and standing:

If Cumulative GPA is 3.00 or more	Good Standing
If first or any onward semester CGPA less than 3.00	Temporary Enrollment
Receives "F" grade in more than 6 credit hours OR Receives "F" grade in a repeat course (either repeated for passing of "F" grade or repeated for improvement of grade) OR Fails to achieve at least 3.00 CGPA in coursework OR Fail to clear GAT before starting of 3rd semester	Dropout

Graduation honors will be awarded on the student's final transcript in accordance with 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

# Examination Regulations

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- There are announced examination of maximum three hours duration for each course of a semester during the 18<sup>th</sup> & 19<sup>th</sup> 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 tests and assignments 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

## Registration

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- Before the commencement of classes in each semester, students are required to register themselves. Registration encompasses approval of courses from respective academic department/ advisor and payment of all dues. A student shall not be considered to have been registered for the semester unless all previous dues have been paid
- Hostel accommodation (for female) 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

# Attendance Regulations

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- Student attendance in all lectures (at least 80%) for registered courses is mandatory
- The student may be considered absent if he/she is not present five minutes after the scheduled start of the lecture
- Leaving a lecture before the end of class, after being marked present, will count as 2 absentees
- A student with a lecture attendance below 80% will not be allowed to sit in final exam of that course and will be awarded “WSA” grade and will have to pay for and repeat the course. Minimum 80% attendance is mandatory as well in a repeat course
- No application for leave shall be entertained. All kinds of absence due to family commitments, sickness etc. have been catered for in the minimum required attendance of 80%

## Semester Freeze Policy

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### **Semester Freeze**

An MS/PhD student may freeze studies for at most two regular semesters according to the dates mentioned in the academic calendar, based on medical grounds or other genuine reasons. However, the student cannot apply for freeze in the 1st 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 approval of respective HoD and Dean IST, student will pay the prescribed semester freeze fee and submit the challan in Finance Office. Admissions Office will update the student status in AMS after confirmation by Finance Office.

### **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 on the IST panel.

### **GAT Freeze**

IST gives 1st semester relaxation to all MS & PhD students to clear their GAT if not cleared at the time of admission. Their 2nd semester will be frozen, and no further relaxation will be accorded, irrespective of any eventuality. They will be dropped out from the respective degree programs if they fail to clear GAT before starting of 3rd semester.



# Grading Policy

Institute of Space Technology

## Absolute Grading/ Relative Grading System

It is the prerogative of the teacher to decide to use absolute or relative grading for the evaluation. The following table shows thresholds for all grades. If absolute grading is used the range of marks and grade earned are also given in the table.

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+	$65 \leq \text{marks} < 69$
Passing Grade	C	$61 \leq \text{marks} < 65$
Fail	F	$\text{marks} < 50$
Voluntary Withdrawal	W	
Withdrawn due to Short Attendance	WSA	
Withdrawn due to Medical Illness	WMI	
Withdrawn on recommendation of Disciplinary Committee	WDA	

## Grade Point Average (GPA)

GPA is calculated by using following formula:

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

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 of the semester and dividing the sum by the total number of credits of the semester. GPA is rounded off to two decimal place by taking into consideration 9 digits after the decimal. Similarly, cumulative GPA is calculated for all the courses in all semesters attended and rounded off accordingly.

# Grading Policy

Institute of Space Technology

## Grade "F": Fail

Grade "F" is awarded to a student in a course for not demonstrating adequate performance. Any such course is required to be repeated by the student when offered the very next time.

## Grade "I": Incomplete

Grade "I" is awarded to a student who is unable to take the final examination of a course due to extreme circumstances. Any such student is required to take the final examination of that course within six weeks of the approved results by FBS, provided all the other requirements of the course are completed. If a student fails to appear in examination within six weeks, "I" grade will be converted to "F" grade.

## Grade "W": Withdrawn

Students may withdraw courses in a semester according to the dates mentioned in academic calendar. The request for withdrawn courses shall be made with the approval of the academic advisor/HoD on the prescribed form. Fee paid for these courses will not be reimbursed. The courses will be required to be repeated by the students whenever offered the very next time.

Interpretation	Grades
Voluntary Withdrawal	W
Withdrawn due to Short Attendance	WSA
Withdrawn due to Medical Illness	WMI
Withdrawn on recommendation of Disciplinary Committee	WDA

## Rechecking Rules

Institute of Space Technology

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. 1000/- 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

## Student's Record Policy

Institute of Space Technology

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:

- SSC/O-level/Equivalent (Original+ Copy)
- HSSC/A-level/Equivalent (Original+Copy)
- BS/BSc/MSc/MS (Transcript+Degree) (Original+Copy (duly attested by HEC))
- GAT General (Original+Copy)/GAT Subject (Original+Copy)
- Willingness (as per specimen provided by IST)
- Undertaking (as per specimen provided by IST)
- CNIC/B-Form (Copy)
- Code of Conduct (as per specimen provided by IST)
- 05 X Pictures
- Police verification form (as per specimen provided by IST)

In case a student does not submit his/her original documents on registration day due to genuine reason then he/she will be allowed to submit the same within 04 weeks upon the basis of written application/request. This provision is only for those students who will deposit the full dues at the time of admission. Students shall not be allowed to sit in the final examination until they have submitted all the documents.

# Student's Record Policy

Institute of Space Technology

## Original Documents' Authenticity

- The authenticity of Original Documents will be confirmed from the concerned boards
- In case of any false/misinformation in Admission Form, document found to be false or forged, the student shall immediately be expelled and a fine as decided by committee will be charged
- 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
- 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

## Issuance of Semester/Additional Transcript

Institute of Space Technology

### Issuance of Semester/ Additional Transcript

- 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

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**                      **IST Fellows and Research Scholars**
- **Category C**                      **Students on the rolls of the IST**
- **Category D**                      **Other employees 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

## Library Rules

Institute of Space Technology

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

Institute of Space Technology

Boarding facilities are currently limited to female 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

# Boarding Facilities

Institute of Space Technology

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
- 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

## Boarding Facilities

Institute of Space Technology

- 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

## Boarding Facilities

Institute of Space Technology

- 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 Schedule (for Local Students)

One Time Charges	(Pak Rs)
Admission Fee	25,000
Endowment Fund	7,000/-
Library Development Fund	7,000/-
<b>Total of One Time Charges</b>	<b>39,000/-</b>
Per Semester Dues	
Tuition Fee	73,205/-
Service Charges	4400/-
Safe/Smart Campus Charges	2200/-
<b>Total of Per Semester Dues</b>	<b>79,805/-</b>

Optional Charges per Semester	
Hostel Charges	55,000/-
Locker Rent	1000/-

After 4th/6th semester of MS/PhD Programs, continual enrollment fee will be charged as follow:

All Service Charges + 1 Cr. Hr. Fee + Fee of any Registered Course  
(Rs. 6,000 + Rs. 10,000 = Rs. 16,000 + Fee of any Registered Course)

- Repeat/Add Course Fee will be Rs 10,000 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 Govt. Taxes will be charged as notified by FBR.
- 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
- Freeze charges are Rs. 10,000 per semester.

## Fee Schedule (for International Students)

One Time Charges	(US \$)
Admission Fee	2,000/-
Endowment Fund	250/-
Library Development Fund	250/-
<b>Total of One Time Charges</b>	<b>2,500/-</b>
Per Semester Dues	
Tuition Fee	4,675/-
Service Charges	275/-
Safe/Smart Campus Charges	275/-
<b>Total of Per Semester Dues</b>	<b>5,225/-</b>

Optional Charges per Semester	
Hostel Charges	US \$ 600
Locker Rent	Pak Rs. 1000/-

After 4th/6th semester of MS/PhD Programs, continual enrollment fee will be charged as follow:

All Service Charges + 1 Cr. Hr. Fee + Fee of any Registered Course  
(US \$ 500 + US \$ 1320 = US \$ 1,820 + Fee of any Registered Course)

- Repeat/Add Course Fee @ US \$ 650/- 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 Govt. Taxes will be charged as notified by FBR.
- 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 US \$ 150/- through direct remittance in IST Bank Account.
- Freeze charges are US \$ . 1000/- for each semester.

## Payment of Fee

Institute of Space Technology

Before the commencement of classes in each semester, students are required to register themselves. Registration encompasses approval of courses from respective academic department/advisor and payment of fee. A student shall not be considered to have been registered for the semester unless the fees have been paid.

Hostel accommodation and transport facilities shall only be provided to students after registration.

### Fine for Late Payment

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

Timeline	%age of Fine
From 1st – 15th day after due date	5%
From 16th day after due date	10%

### 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 Hard Cash are not acceptable.

### 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](mailto:refund@ist.edu.pk) along with copy of paid fee challan forms
- Application Processing Fee, Registration/ Admission Fee are non-refundable
- Security Deposit is refundable after deduction of all outstanding dues at the time of leaving the Institute and no adjustment against security will

## Payment of Fee

be entertained during stay in the institute. For claim of security refund by a registered student, submission of No Demand Certificate (NDC) by the student is a must. Students will be required to submit the duly completed NDC in admissions office to process the security/excess amount refund case

- Security deposit will be non-refundable after completion of two years of graduation or date of leaving the Institute
- Tuition Fee, service charges, Safe/Smart Campus Charges, Endowment Fund, Library Development Fund and ID Card Fee are refundable within 15 days of convene of classes on a pro rata basis as given below. No refund shall be admissible after 15 days of convene of classes either one joins IST/avails facilities or not.

<b>Timeline for Refund of Compulsory Fees</b>	<b>%age of Refund</b>
Up to 7 <sup>th</sup> day of convene of classes	100%
From 8 <sup>th</sup> – 15 <sup>th</sup> day of convene of classes	50%
From 16 <sup>th</sup> day of convene of classes	0%

- If admission is offered after commencement of classes, date of commencement of classes will be considered as mentioned in offer letter
- 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

## Payment of Fee

Institute of Space Technology

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

- In case of semester freeze, Fee once deposited will be adjusted in next semester as per freeze policy after re-joining the student. If student wants to leave the institute after freezing his/her semester, then dues will be refunded according to refund policy present at the time of freezing the semester
- Transport Charges and Hostel Charges (Dormitory Charges, Shuttle Service Charges, Washing 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
- In case of refund of optional dues (Hostel + Transport) before registration day, 100% dues will be refunded
- Conversion of Hostel Facility into Transport Facility (subject to availability) within two months will be adjusted as per actual use of facility (4.5 Months basis). After two months, transport facility will be provided free of cost. However conversion of Transport Facility into Hostel Facility (subject to availability) requires the deposit of deficient amount (Hostel Charges Less Transport Charges)

Time line for refund of optional dues	Percentage of Refund
From 1 <sup>st</sup> to 7 <sup>th</sup> day of Registration	90%
From 8 <sup>th</sup> to 15 <sup>th</sup> day of Registration	75%
From 16 <sup>th</sup> to 21 <sup>st</sup> day of Registration	50%
From 22 <sup>nd</sup> to 30 <sup>th</sup> day of Registration	25%
From 31 <sup>st</sup> day of Registration	0%



## Merit Scholarships for MS Students

IST awards merit scholarships to high achievers on the basis of the results of 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.

## Emergency/Medical Aid

Institute of Space Technology

- 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

## Academic Advisors

- Each student will be assigned to a faculty member who will perform as advisor on general matters relating to academics and life of a student at the institute. Students are encouraged to take advantage of this provision

## 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

## Dress Code

Institute of Space Technology

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 Items/Dress Style

Institute of Space Technology

## Prohibited Items

- Political, sectarian or ethnic activism Narcotics possession and abuse, littering or polluting environment
- Smoking in the academic blocks or at any place of IST
- 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

## Prohibited Dress 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

## Prohibited Items/Dress Style

Institute of Space Technology

- 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

### Prohibited Dress Style

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

Institute of Space Technology

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

## Discipline Committee

Institute of Space Technology

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



## IST's Anti-Harassment Policy

Institute of Space Technology

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.

## Security Policy

Institute of Space Technology

- There shall be no restriction on bringing personal effects to the campus; however mobile phones must be deactivated in academic block
- 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

## Do's and Don'ts

Institute of Space Technology

### Do'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
- 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)

### Don'ts

- 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
- 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

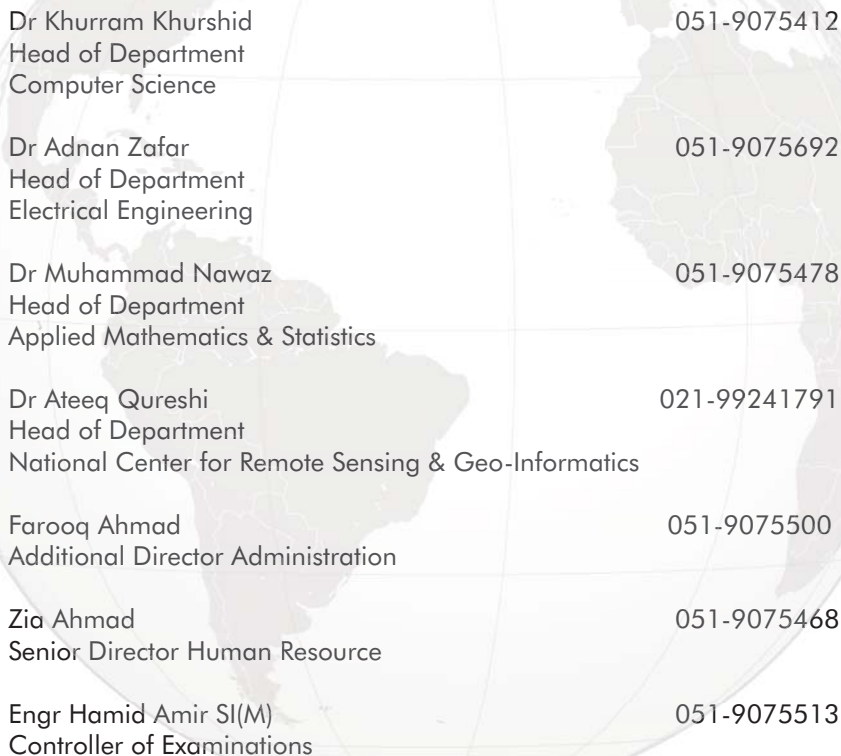
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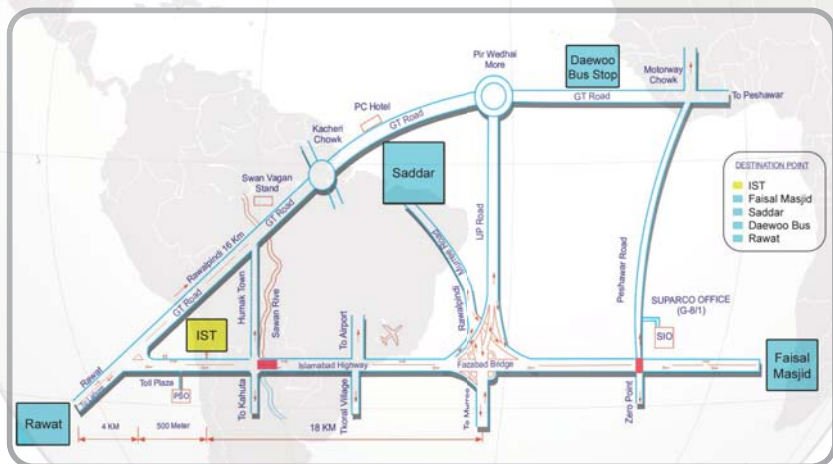
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# Location Map

Institute of Space Technology





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