

# 2023

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

**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

Valid until: 2022-07-29

  
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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CMP/CR: A16

Holders/Signers in Address bear the responsibility of the Certification decision



**iCUBE 1**  
(a project of IST)

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



# STATEMENT *OF* VALUES

An abstract graphic design featuring a dark background with concentric circular lines. A light gray diagonal line runs from the bottom left towards the top right. Along this line, there are three overlapping squares of varying shades of gray. The squares are outlined with a thin white border. The largest square is on the right, followed by a medium-sized one in the center, and a small one on the top right.

- ✓ 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

Institute of Space Technology offers engineering and Science programs in cutting edge technologies at the undergraduate and graduate levels and is ranked among the leading engineering universities of Pakistan. Our programs fulfill the requirements of international standards as we are mindful of the rapidly transforming technological scenario. At IST we aim to provide the knowledge and skills to our students so that they become leaders in their respective fields. This requires students to search for a

direction and purpose that extends beyond their individual selves and necessitates them to work together with others. Hence we emphasize on inculcating human aspect in our students by signifying the importance of human values to enhance their ability to effectively collaborate as a group. We are aware that acquisition of knowledge coupled with the ability to work as a team is going to help our students to deliver the required outcome in providing sustainable technological solutions to the industry.

Not only is technology changing rapidly but its various domains are becoming highly integrated. Therefore, in order to succeed, our students are being provided not just the latest knowledge but are also imparted with skills and are being trained to become flexible to adapt to the ever changing technological landscape. IST welcomes you to a journey of discovering new avenues and in playing your role as an effective and responsible citizen of Pakistan, and groom you as a leader in your specialty for a brighter future for yourself and your beloved homeland.

Major General Rehan Abdul Baqi  
HI(M), (Retd)

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## THE ACADEMIC PROGRAM

The Bachelor of Engineering/Science is a four years degree program. There shall be two regular semesters in each academic year along with summer semester for repeat course, for a total of eight semesters. Each semester shall be of 18 weeks duration. There shall be 17 weeks of classes. Final examinations shall be held in the 18<sup>th</sup> week.

### Degree Requirements

The requirement to earn the degree of Bachelor of Engineering/ Science is completion of a specific number of credit hours, mentioned against the respective disciplines, with a cumulative GPA of 2.00 or more, with a minimum of 'C' grade in Senior Design Project and all Program Learning Objectives & Course Learning Objectives (as per Washington Accord Accreditation Process) have been attained as defined in relevant IST policy. This requirement is to be completed in a maximum duration of Seven (07) years. A student shall be registered continuously for the entire duration. BS students who have completed 8 semesters but their degree requirements have not yet been completed and are enrolled for 9th semester will be charged "Continual Enrollment Fee" as per IST policy in vogue. There shall be no unresolved "F" grade, or "W, WSA, WMI, WDA, WIC" grade or "I" grade left during the program.

Discipline	Credit hours*
Aerospace Engineering	137
Avionics Engineering	136
Electrical Engineering	136
Materials Science & Engineering	135
Mechanical Engineering	136
Computer Science	136
Space Science	133

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

- **Assignments:** At least one assignment per credit hour
- **Quizzes:** At least two unannounced quizzes per credit hour of up to 10 - 15 minutes duration
- **Lab Reports:** Minimum of 13 lab reports for the course
- **Oral Exams:** As per instructor's requirement
- **One Hour Tests (OHTs):** Two OHTs per course
- **Projects:** As per instructor's requirement
- **Final Exams:** One announced final exam of up to three hours' duration

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

Lab	
Experiment part	60%
Oral Exam	20%
Lab Reports	20%

At least 80% attendance is mandatory to appear in final exam of that course.

There will be no choice of questions in quizzes, one-hour tests and final Exams. Retake of Final Exam and OHTs is allowed under special circumstances as per SOP.

All final exams of lab tests/Viva will be conducted under the supervision of theory course instructors. Grades awarded to students in lab exams will be approved by the theory course instructors.

"WIC" grade would be awarded in Lab course if student fails or gets withdrawn from the Theory course due to any reason. It will be applicable from Fall 2017. If theory and lab courses both are failed then the lab course will be awarded F grade. If Theory course is passed and Lab course is failed / debarred then only Lab course will be repeated. Generally, Theory and Lab course for the same subject will be conducted in the same semester.



## REPEAT COURSE POLICY

### Repeat Course

- In order to improve a grade including F-Grade earned in an elective course, a student can either repeat the same course or its approved alternate
- In case of course repetition, the earned GPA of the repeated course will be considered for the calculation of CGPA (even if the earned grade in revised course is lower than the first attempted course). A letter "R" will be affixed against the course attempted first time and symbol of # will be affixed with the grade earned in repeated course (last attempted)
- The students will only be allowed to repeat a course if the seats are available in a classroom after admitting the regular 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 the classroom
- The students who have repeated any course are ineligible to get academic medals and merit certificates

### Rule for Improvement of Grades for Graduating Students

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

### Repeat of Course for Grade Improvement with Theory and Lab Part

A student repeating a course to improve the grades will have to enroll the course in totality (Theory + Lab). If a student only improves the theory part, then he/she has to enroll the Lab part of the subject again or vice versa.

## NON-CREDIT COURSE/ REPLACEMENT OF ELECTIVE COURSE

### **Non-credit Course**

A non-credit course, will be registered by the student 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-credited course before the withdraw date mentioned in the academic calender. Such courses will be listed separately in the transcript. These courses will not be counted towards CGPA.

### **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”.

### **Semester Freeze**

Bachelor's students may freeze studies for at most four regular semesters based on medical grounds or other genuine reasons. However, the student cannot apply for semester 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 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.

### **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.

## MONITORING AND PERFORMANCE

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

Condition	Status
CGPA is 2.00 or more	Good Standing
CGPA < 2.0 (1st Occurrence)	Temporary Enrollment
CGPA < 2.0 (Consecutive Semester)	Extended Temporary Enrollment
CGPA < 2.0 for three consecutive semesters	Dropout

- A copy of the advisory note will be sent to sponsor or parents of academically deficient students.
- A student with a Dropout standing will lose student status and will have to leave the institute
- Dropout condition will be applicable from Spring 2023.

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

### Award of Gold Medal

In order to recognize students' academic excellence at undergraduate level two types of academic awards/certificates will be given to students which include:

- **President's Gold Medal and Distinction Certificate:** It will be awarded to undergraduate student(s) attaining the highest Cumulative Grade Point Average (CGPA) in each undergraduate (UG) program.
- **Vice Chancellor's Gold Medal and Distinction Certificate:** It will be awarded for the Best Final Year Project (FYP) by graduating cohorts in each UG program.

Following performance criteria will be followed for the selection of award recipient(s).

- Completion of degree requirements within stipulated timeline i.e. 4 years (8 semesters excluding summer semesters) for BS program.
- Highest CGPA on the scale of 4.00 and minimum CGPA 3.00.
- No "F", "W", "WMI", "WSA", WDA or "WIC" grade in the academic program.
- No repeat course(s) for grade improvement.
- No disciplinary action/unfair means case against the student(s) during the entire tenure of degree program.
- An internal or external transferred student will be considered for the medal if apart from fulfilling the criteria above, he/she has studied no less than seven regular semesters in the specific program.

## EXAMINATION REGULATIONS

### Examination Regulations

- There are announced examination of maximum three hours duration for each course of a semester during the 18<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 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

- Registration must be completed prior to the first day of classes and is a prerequisite for attending the classes
- Before the commencement of classes of each semester, all active Undergraduate students are registered for courses offered by respective department after the payment of semester dues/ fee. 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 for necessary corrections. Course registration related issues, at maximum, can only be entertained during ongoing semester
- A student shall not be considered to have been registered for the semester unless all outstanding dues including current semester have been paid
- Admission/ enrollment of particular student shall be cancelled from IST if he/ she remains unable to get registered for ongoing semester before the start of 5th week. Students are not allowed to attend classes without getting registered for particular semester. If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification
- If the registration is ever cancelled on disciplinary grounds, the student shall be ineligible for readmission to the institute
- Attendance at lectures is governed by the Attendance Regulations
- A student may add a course up to second week from the commencement of classes. Similarly, a student may drop a course up to fourth week from the commencement of classes

## ENROLLMENT CANCELLATION

- A student may withdraw a course up to the 14th week from the start of the semester; however he/she has to pay the fee for the course when he/she applies again for the course. Students will be awarded 'W' grade for that semester in the course
- It is a prerequisite for students to submit the copy of CNIC or Form B with the Admissions Office at the time of admission and to undertake the Institute Code of Conduct. Every student must update his/her profile on every new registration of the semester.

### Enrollment Cancellation

Students enrollment will be cancelled if the following conditions are true:

- Student did not pay semester dues before the start of semester (Semester registration fee/Full fee/1st installment or semester fee) and;
- Student did not attend any class of any course in first 4 weeks of the semester and;
- Student did not apply for semester Freeze and;
- Has no other application in process that affects the semester registration.

### Attendance Regulations

- 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 absences.
- A student with a lecture attendance below 80% will not be allowed to sit in final exam 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%.

## GRADING POLICY

### Absolute Grading System

The labs will be graded according to the absolute grading system.

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

### WMI Request Approval

All WMI requests (from Fall 2021) must be accompanied by supporting opinion by medical professionals employed by hospitals on the IST panel.

### Relative Grading System

IST, as a matter of rule, has a Relative Grading System by default. Relative Grading allows for screening students according to their performance relative to their peers. The ranges for assigning grades are based on upper limit of percentage of students in a course that can have a particular grade. It also establishes minimum achievement standards

FYP-1 in 7<sup>th</sup> semester will be awarded as deferred grade against the course and final grade will be awarded in 8<sup>th</sup> semester. The deferred grade in 7<sup>th</sup> semester would not appear in the final transcript.

### Grading Criteria for Summer Semester

The grading criteria for summer semester would be grade lower than the regular semester. Maximum grade that can be awarded in the summer semester will be B. Relative Grading System or else Absolute Grading System should be followed.

Class Average Marks	Grades	Or Absolute Grading System
$70 \geq 60$	C+	
$60 \geq < 70$	C	
$50 \geq < 60$	C-	

## GRADING SYSTEM

### Temporary Enrollment and Extended Temporary Enrollment Status for summer

- A student will not be awarded 'Temporary Enrollment' and 'Extended Temporary Enrollment' status on the basis of Summer Semester results
- If a student is awarded any of above mentioned academic status in preceding Spring semester, it will be carried forward to next Fall semester and results of Summer semester (if any in between) will not change the academic status

### Grade Point Average (GPA)

GPA is calculated by using following formula:

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

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.



**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 HOD/Academic Advisor on the prescribed form. Fee paid for these courses will not be reimbursed. The course will be required to be repeated by the student whenever offered the very next time.

**Grade “WIC”: Withdrawn due to Incomplete Course**

“WIC” grade would be awarded in Lab course if student fails or withdraws from the Theory course due to any reason. If theory and lab courses both are failed then the lab course will be awarded F grade. If Theory course is passed and Lab course is failed / debarred then only Lab course will be repeated. Generally, Theory and Lab course for the same subject will be conducted in the same semester.

**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.

## 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 (Original + attested copy)
- FSC Part 1 Result Card (Original + attested copy)
- FSC Final Result Card / IBCC Equivalent Certificate (Original + attested copy)
- DAE Result Card (Original + attested copy)
- It is also mandatory requirement to get attested your original SSC/ Equivalence Certificate and HSSC/ DAE/ Equivalence Certificate from Concerned Board and submit the copy of the same in Admissions Office during first semester. Must bring the original result cards/ certificates while submitting the attested copies of educational certificates.
- Copy of Provisional Offer Letter
- Admissions Copy of Paid Fee Challans
- Copy of CNIC/ B-Form
- 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)

## STUDENT'S RECORD POLICY

- Any other document/ requirement communicated by IST from time to time

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.

### **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

## 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	Computer Science	Space Science
Admission Fee	35,000/-	35,000/-	35,000/-	35,000/-
Endowment Fund	7,000/-	7,000/-	7,000/-	7,000/-
Library Development Fund	7,000/-	7,000/-	7,000/-	7,000/-
<b>Total of One Time Charges</b>	<b>49,000/-</b>	<b>49,000/-</b>	<b>49,000/-</b>	<b>49,000/-</b>
Per Semester Dues				
Tuition Fee	125,235/-	119,790/-	105,754/-	101,156/-
Service Charges	7,000/-	7,000/-	7,000/-	7,000/-
Safe/Smart Campus Charges	2,000/-	2,000/-	2,000/-	2,000/-
<b>Total of Per Semester Dues</b>	<b>134,235/-</b>	<b>128,790/-</b>	<b>114,754/-</b>	<b>110,156/-</b>

Optional Charges per Semester	
Hostel Charges	50,000/-
Transport Charges	As per Contract's rates
Locker Rent	800/-

After 8th semester of BS Programs =All Service Charges  
+ 3 Cr. Hr. Fee + Fee of any Registered Course  
(Rs. 9,000 + Rs. 22,500 = Rs. 31,500 + 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 IST.
- 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	Materials Science & Engineering	Computer Science	Space Science
Admission Fee	2,000/-	2,000/-	2,000/-	2,000/-
Endowment Fund	250/-	250/-	250/-	250/-
Library Development Fund	250/-	250/-	250/-	250/-
<b>Total of One Time Charges</b>	<b>2500/-</b>	<b>2500/-</b>	<b>2500/-</b>	<b>2500/-</b>
Per Semester Dues				
Tuition Fee	4,870/-	4,659/-	4,383/-	4,193/-
Service Charges	250/-	250/-	250/-	250/-
Safe/Smart Campus Charges	250/-	250/-	250/-	250/-
<b>Total of Per Semester Dues</b>	<b>5,370/-</b>	<b>5,159/-</b>	<b>4,883/-</b>	<b>4,693/-</b>

Optional Charges per Semester	
Hostel Charges	US \$ 600/-
Transport Charges	As per Contract's rates
Locker Rent	Pak Rs. 800/-

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 @ 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 IST.
- 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

Fine will be charged on late payment of fee after due date as per following timeline:

Timeline	%age of Fine
From 1 <sup>st</sup> to 15 <sup>th</sup> day after due date	5%
From 15 <sup>th</sup> day after due date	10%

Note: A Students will only be allowed to sit in classes/exams after clearance all outstanding dues along with fine if any.

## 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](mailto:refund@ist.edu.pk)
- To apply for refund, an applicant is required to email refund request at [refund@ist.edu.pk](mailto:refund@ist.edu.pk) along-with the reason of leaving IST, scan copy of paid challan form/s & 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, Sports Fee, Library Fee and Laboratory Fee, service charges, Safe/Smart Campus Charges, Endowment Fund, Library Development Fund 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/avail facilities or not.

Timeline for Refund of Compulsory Fees	%age of Refund
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 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 semester, then dues will be refunded according to refund policy present at the time of freezing the semester.
- 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>Time line for refund of optional dues</b>	<b>Percentage of Refund</b>
upto 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%

## PAYMENT OF FEE

- 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).
- 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

### **Transport**

- Students pick & drop point will be on the main road/highways only
- Students should be on designated pickup point five minutes prior to the scheduled time
- Timings for pick & drop will be intimated to all students and they must adhere to

### **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

### **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



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

<b>Name</b>	<b>Telephone (Office)</b>
Maj. Gen. Rehan Abdul Baqi, HI (M), (Retd) Vice Chancellor	051-9075401
Dr Ibrahim Qazi Dean	051-9075403
Engr. Ishaat Saboor Khan Registrar	051-9075486
Dr Syed Hossein Raza Hamdani Head of Department Aeronautics & Astronautics	051-9075530
Dr Abdul Wadood Head of Department Materials Science & Engineering	051-9075516
Dr Asif Israr Head of Department Mechanical Engineering	051-9075477
Dr Najam Abbas Naqvi Head of Department Space Science	051-9075578
Dr Khurram Khurshid Head of Department Electrical Engineering	051-9075412

## IMPORTANT TELEPHONE NUMBERS

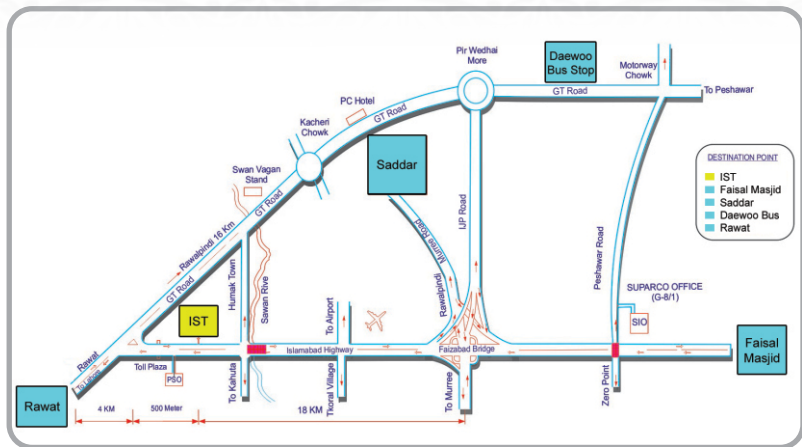
Dr Muhammad Nawaz Head of Department Applied Mathematics & Statistics	051-9075478
Dr Ateeq Qureshi Head of Department National Center for Remote Sensing & Geo-Informatics	021-99241791
Dr Abdul Waheed Head of Department Avionics Engineering	051-9075467
Amer Azam Qazi Senior Director Administration	051-9075500
Zia Ahmad Senior Director Human Resource	051-9075468
Engr Hamid Amir SI(M) Controller of Examinations	051-9075513
Dr Anjum Tauqir Acting Director National Centre for Failure Analysis	051-9075678
Dr Israr Hussain Director ORIC	051-9075572
Tariq Anees Malik Additional Director Security	051-9075569

## IMPORTANT TELEPHONE NUMBERS

Zulfiqar Ahmed Group Head IT	051-9075450
Waqas Ahmed Malik Incharge Quality Enhancement Cell	051-9075493
Raees Ahmed Incharge Transport	051-9075688
Dr Israr Ahmad Incharge Admissions	051-9075492
Raza Butt Incharge Student Affairs	051-9075454
Hafiz Muhammad Usman Deputy Director Hostel	051-9075726
Aziz ur Rehman Deputy Director (Acad. Coord & Library Affairs)	051-9075460
Muhammad Ali Asif Deputy Director Admin	051-9075456
Arshad Minhas Deputy Director (Dean Office)	051-9075541
Mukhtiar Ahmed Khan Sr. Sports Coach	051-9075683

## IMPORTANT TELEPHONE NUMBERS

Ali Anjum Coordinator Aeronautics & Astronautics	051-9075840
Shifa Nadeem Coordinator Avionics Engineering	051-9075789
Haroon Ibrahim Coordinator Electrical Engineering & Computer Science	051-9075658
Abdul Qadir Abbas Coordinator Materials Science & Engineering	051-9075691
Saad Akram Coordinator Mechanical Engineering	051-9075521
Ibtehaj Hassan Coordinator Space Science	051-9075560
Asad Munir Coordinator Physics	051-9075560
Amir Rahim Coordinator Applied Mathematics & Statistics	051-9075421
Syed Ubaidullah Jamil Coordinator Humanities	051-9075552



## 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.



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