The objective of this document is to communicate a set of policies for this course that you are expected to abide by. This includes rules for attendance, assignments, quizzes, cheating, a general code of conduct, and some good coding practices.

Attendance

As per university policy, 75% attendance is mandatory to appear in the final examination of the course, but I recommend that you attend every class. I generally make visual aids like handouts and code examples on a compiler that you can see on the server after every lecture but these are not a substitute for being in class. If you missed a lecture for any reason, you are responsible for taking notes from your fellow colleagues and finding out what topics were covered in the lecture.
If I mistakenly marked you absent for a class you were present, do inform me within two days otherwise I will not update your status on CMS, the reason being CMS doesn't allow changing attendance after two working days.

Quizzes

You should expect a quiz in the first lecture of every week. The syllabus will include everything you studied till the lecture before quiz day. Do read textbook and any other reading material provided for a better understanding of the concepts taught in class. Any missed quizzes or assignments CANNOT be made up. Students who miss a class are responsible for all activities of that class (including quiz, assignment, and contents covered).

Deadlines

All deadlines for assignments and projects will be HARD deadlines. No late submissions will be accepted after due date and time so manage emergencies beforehand. One way to manage emergencies is to attempt and submit the due artifact well before time. Another is, to inform me and I can help you find an alternate. Remember, scheduled events and travels don't count in emergencies.

Cheating

Every activity in the course is connected to a learning objective. It is therefore important that you make an honest attempt to complete them all. In this regard, I will NOT tolerate any traces of cheating in any graded activity. Copying solutions online is cheating, copying someone else's solution is cheating. Also, do not hand your work over to another student to read/copy. If you allow anyone to copy your work, in part or whole, you are liable as well.
However, collaboration is absolutely allowed in a group activity like a term project. Rather, you are REQUIRED to collaborate with your group members. But again, inter-group collaboration is not allowed.

Labs

All the lab tasks and lab quizzes will be counted as "individual activity" so you are strictly NOT allowed to discuss your solutions with your fellow colleagues, it may result in negative marking. You can only discuss with your TAs or with me. Complete all lab tasks during lab session to get partial or full credit, NO credit will be given for emailed tasks.

Grades and related queries

Grades for all individual course activities will be published on google docs. Once the marks are published on Google docs for any graded activity, you can question any discrepancy in marks within one week (five working days) otherwise marks graded will be considered final. If you want ME to re-grade any of your activity let me know in person or in writing (email counts as writing). I will then re-grade the whole assignment/quiz and the second grading will stand, whether it is higher or lower than the original grading.

General code of conduct to be observed during lab sessions and lectures

- Students are expected to arrive in class and be in their seats before the start of the class. Same is true for lab. Habitually late students will be penalized.
- The use of cell phones (texting, calling, watching mute videos) is not allowed during all lectures and lab sessions. Cell phones must be turned on silent mode and put out of sight during class.
- Students are NOT authorized to make recordings during lecture without permission from the instructor.

How to approach me?

If you want to see me, you should observe students' visiting hours displayed outside my office or you can send me an email at madiha.khalid@pucit.edu.pk to set an alternate time. But remember, your email header should contain your full roll number and name along with a meaningful subject line.

Now, some good coding practices

- Align all curly braces vertically to allow easy visual matching.
- Indent all statements contained within compound statements (if, for, while, {}, etc).
- Use meaningful names for variables, parameters, functions, and classes. (You may use simple names like i, c, s, f, or p for general integers, characters, strings, floats, or pointers respectively.)
- Use the following naming conventions:

Identifier	Convention	Examples
class names	capitalize first word, capitalize all other words (no underscores)	Circle, FilledCircle, ShadedFilledCircle
class member names	lowercase first word, capitalize all other words (no underscores)	length, arraySize, centerX, centerY
function names	lowercase first word, capitalize all other words (no underscores)	findIndex(), factorial(), toLowerCase(), isUpperCase()
Constants	all caps, use underscores to separate words	PI, MAX_BUFFER_SIZE

- Use whitespace around every binary operator (e.g, x + y instead of x+y) and around function arguments (e.g, put(x, y) instead of put(x,y)).
- Comment each function, each class, and each class member (describing it's purpose).