

Course Instructions

1. **Counselling Hours:** The students must maintain REGULARITY in the classes. Counselling is meant for weak students who couldn't understand the topic in the class. It is not a luxury to be absent in the class(es) and ask your faculty to go over all the topics once again that have been already elaborated in the classes. Essential Homework for Counselling are:
 - (a) Check portal for the availability of your course faculty (i.e., only course counselling hours in a day) to visit his/her office for counselling. You cannot expect your course faculty will be available for counselling whenever you visit his/her office.
 - (b) Read the lecture slides, textbooks, and hand notes taken during class hours on the selected chapters for counselling.
 - (c) List the topics that you would like to consult with your faculty to have clear understanding.
 - (d) Bring NOTEBOOKS and/or PRINTED slides sheet to record the answers of your query (NO SMART PHONE / TAB)
2. **Class Attendance:** Class attendance is mandatory for this course. Each absent in the class without legitimate reasons will be penalized 2 marks from mid/final term marks distribution.
3. **Late Attendance:** You have to come to the class by 10 minutes of the schedule start time of the class. Every two late to the class will cost you 2 marks.
4. **Leave Application:** If you are absent/late in the class for a legitimate reason then you can submit your formal application by the NEXT CLASS that should contain the following documents:
 - (a) Fill out the application form available in portal and submit a printed copy to your faculty.
 - (b) Write your class serial number, name, ID, course name, and section in the application.
 - (c) Take signature of your parents/local guardian in the application (with Name and Contact info)
 - (d) Attach all valid supporting documents for your absence with the application.
5. **Course Grade:** After receiving your grade, you have NO RIGHT to ask your faculty to:
 - (a) Give you bonus marks to increase your grade.
 - (b) Change your grade from 'F' to 'UW'. Besides UW is not a grade that you can choose to take after attending all the assessments during the semester.
 - (c) Any illegitimate request for bonus marks or grade change may result in imposing some penalty marks and reduce your grade points.

6. **Course Grade Review:** After releasing your grade, you can request your course faculty WITHIN 2 DAYS for reviewing your grade only if there is any obvious miscalculation in evaluating your grade.
7. **Communication:** Since we are operating on campus education. You are not eligible to text/email your faculties and expect them to reply to your texts/emails during their personal time. If you need to discuss any academic issues with your faculty then you have to be present in person at the office of your respected faculties in a given time during counselling hours or talk to him/her at the class time.
8. **Social media:** You are instructed to contact your course faculty about any course-related issues rather than go to social media for assistance.
9. **Group Assessment:** The group assignment/project will be evaluated based on your contribution in the assignment/project. It is possible that from the same assignment/project report students are getting different marks depending on their contribution in the report and viva performance. Your contribution to the assignment/project essentially means that you've written down some parts in the report. It is no way means you've just attended the group discussion without writing anything in the report.

Note that you need to provide the group member's contribution accurately (i.e., if you give an equal contribution to all your group members then if anyone of the group members cannot answer the defense question(s) will impact the overall project marks.)

10. **Task Distribution:** As you are expecting full marks from the group assignment/project report, hence, you should be well informed of the total content of the report even though tasks of the assignment/project report have been distributed among you.
11. **Plagiarism:** Any plagiarism incident (i.e., partial, or full in the report texts) will result in ZERO in the total marks in the assignment/project to all the group members. As a group member, it is your liability to ensure that your report is totally plagiarism free.
12. **Negative Marking:** Negative marking will be imposed for any irreverent texts in answering the descriptive questions in the written exam (e.g., quiz, midterm, and final exam).
13. **Disciplinary Action:** Any INDISCIPLINE will be dealt with TWO phases:
 - (a) *Phase One:* giving PENALTY marks in the course. If that is not preventing, you do so then option b.
 - (b) *Phase Two:* referring to the DISCIPLINARY COMMITTEE