Code of Conduct: Autumn 2025

1. Attendance carries 5 marks in the internal. If attendance is less than 50% then internal marks will reduce to 50% and will secure zero for attendance. The following distribution will be follow for this semester
   a. Attendance 90% -5
   b. Attendance 80-89%- 4
   c. Attendance 70-79%-3
   d. Attendance 60-69%-2
   e. Attendance 50-59%1.
   f. Below 50- 0.
2. Attendance will be recorded in the first 15 minutes of the class. Students who miss this will be marked absent for the entire class.
3. No student is allowed to miss any test without any prior permission. Requests must be sent via email with appropriate proof and documentation at least 72 hours in advance, with the mentor cc'ed. If a student will not take prior permission then he/she will not be allowed for the defaulter test.
4. There will be no defaulter and improvement throughout the course irrespective of how many tests students have missed. "THEREFORE DO NOT MISS CLASSES".
5. *The internal will comprise of the following components with the following weightage in terms of marks*
   ### Before midsem
   a. *1st class test -10 marks*
   b. *1st assignment-5 marks (on time)| 3 marks (after first deadline and before second deadline)*
   ### After midsem
   c. *2nd class test -7 marks*
   d. *2nd online test-4 marks*
   e. *2nd assignment-4 marks (on time)| 2 marks(after first deadline and before second deadline)*
   Additionally, plagiarism incurs a deduction of two marks. Along with the above 5 marks for attendance will be added

Any form of indiscipline is strictly prohibited and may lead to deductions in internal marks:

- First offense: reduction of -3 marks from the internal, with a mandatory signed undertaking from the mentor
- Second offense: reduction of-7 marks from the internal, with a mandatory signed undertaking from both mentor and parents
- Third offense: Internal marks reduced to 0, with a mandatory signed undertaking from mentor, parents, and dean. Failure to comply may result in an academic backlog.