**CODING STANDARDS**

1. Avoid using a coding style that is too difficult to understand. It should be easily readable and creating a complex code makes debugging and maintenance difficult.
2. For better understanding and maintenance of the code, the header of different modules should follow some standard format and information.
3. Limited use of globals.These rules tell about which types of data that can be declared global and the data that can’t be.
4. Proper indentation is very important to increase the readability of the code. For making the code readable, programmers should use White spaces properly.
5. Try to formalize Exception Handling. ‘Exception’ refers to problems, issues, or uncommon events that occur when code is run and disrupt the normal flow of execution. Try to keep the code inside try catch block.
6. Leave comments and prioritize documentation. Don’t assume that just because everyone else viewing the code is a developer, they will instinctively understand it without clarification. Take an extra minute to write a comment describing the code function at various points in the script.