

CO3255 Course Instructions and Department Guidelines

- Overall Assessment (OA) Marks for CO3255 (100%) = Continuous Assessment (CA) + End-semester Examination (ESE) (see 'RULES FOR THE AWARD OF THE DEGREE OF BACHELOR OF THE SCIENCE OF ENGINEERING' for more details).
- CA- typically include all labs (reports + evaluations) + assignments + tutorials + mid-exam (if any). Any further inclusion/exclusion (if any) will be informed at appropriate times.
- To sit ESE, you need to satisfy (eligibility):
 - Attendance for lectures ($\geq 80\%$) (Sometimes attendance for the last week of the semester might not be counted in the attendance calculation)
 - Compulsory Course Requirements (CCR)-
 - Attendance for practical work (labs)- All Compulsory.
 - Total CA marks $\geq 40\%$.
- Announcements- through your emails + posted in LMS.
- All related materials (lecture-notes, lab-sheets, lab-schedules, assignments etc.) will be uploaded in LMS. Come with printed copies.
- Be on time to the lectures, labs, exams, etc.. (**Arrive at least few minutes early!. For exams- 15min before**).
- Late submissions (labs/assignments/tutorials/...) are allowed for a maximum of 3 days after the deadline with penalty :
 - Within the 1st day after deadline: 10% penalty
 - Within the 2nd day after deadline: 20% penalty
 - Within the 3rd day after deadline: 30% penalty
 - After 3 days from the deadline, submissions will **NOT** be accepted.
- Plagiarism: Not allowed! If found, zero marks will be given for all the parties involved.