**Class Code of Conduct and General Guidelines**

**Summer Semester 2024**

1. Students are **strongly advised** to be regular and punctual and avoid coming after the start of the lecture.
2. It is imperative to take whole lecture from start to end. It is a responsibility and commitment which we need to fulfill.
3. Avoid use of mobiles, laptops, books, notes etc. during the class until and unless advised by the teacher.
4. It is necessary to make hand written detailed notes of lecture, as course has been modified according to local requirements. The details of topics may not be found in textbooks or reference books.
5. All general communication will be through class representative (CR) and PUCIT domain email.
6. Assignments/ home works will be submitted to CR. All submissions should be completed before the start of the lecture on deadline. No such activity should be observed during the lecture.
7. Quizzes will be unannounced.
8. There will be no retake of missed sessional activity.
9. Attendance issue, marks issues etc. need to be addressed within a week. No such requests will be entertained after passing the week.
10. Attendance requests, marks increase requests, request for retake of quizzes or assignments are strictly prohibited.
11. For individual issues, you can contact at [ejaz@pucit.edu.pk](mailto:ejaz@pucit.edu.pk).
12. Office address: First floor, Building C, PUCIT New Campus.
13. The previous semester’s online lectures can be accessed on following links:

<https://www.youtube.com/channel/UCVxU-07Tt-lIXC1z-5oIURA>

<https://pucit.edu.pk/348223-2/>

https://ejazashraf.website2.me/videos

**Best of Luck**