**MS Computer Science - Important Instructions**

1. **Attendance Policy**
2. Students must maintain an attendance of **80% in each subject**. Failing to do so in a course will disqualify the student from appearing in the terminal examination.
3. Student arriving late than **first five minutes** of the lecture start time may be marked absent by the course instructor.
4. Those found tempering with the attendance sheet in terms of proxy attendance will be given a warning along with 2 weeks stipend deduction. A second such attempt will result in expulsion from the respective course.
5. Class representative (CR) needs to make sure that if a faculty member has accidently left the attendance sheet in the class then it must be returned to the faculty member at the earliest the same day or left in DCIS office.
6. **Submission of Assignments, Lab Reports & Plagiarism**
7. Please note that there will be **no extension in submission deadline of the assignments**. Therefore do not waste your and the instructor’s time on such requests.
8. In case of hard copy submission the instructor will decide where to submit the assignment.
9. For lab reports the above (2) is applicable as well. Besides these lab rules would be separately circulated and those should be followed in letter and spirit.
10. Plagiarism is a serious offence and the department will make use of all its resources to discourage it. The students should note that incase of plagiarism in an assignment lab report or any other departmental academic submission he/she can be dropped from the course by the course instructor.
11. **Checking of Emails**
12. Students are required to check their e-mails twice a week at least, as Coordinator MPhil Computer Science will send in updates (date sheets, time tables etc.) via email. Excuses such as non-availability of internet / I have not checked my email etc. shall not be entertained. It is also the responsibility of CR to keep the class informed about such updates.
13. Upon receiving any e-mail, kindly respond to it so that the department knows that this information has been conveyed.
14. **Rescheduling of Sessional Exams/Classes and Meeting with Course Instructors**
15. The department strongly discourages rescheduling of classes and exams unless and until it is extremely unavoidable. In case of any such happening the class CR should make sure that all students in the class are well informed about it.
16. The most preferable to contact any course instructor is through email. Some instructors will allocate certain time slots for meeting the students. The students are positively required to schedule meetings in these time slots. This will make sure that the faculty member is available for the students.
17. **Online Feedback Submission**
18. At the end of each semester DCIS office will provide passwords for the online feedback system maintained by HEC’s Quality Enhancement Cell (QEC).
19. Submission of the feedback is mandatory.
20. Please be assured that all the feedback is anonyms and is only used for the improvement of the course and in no way affects the result of the student.
21. **DCIS Office (B-211-II)**
22. Miss Umm-e-Farwa is looking DCIS office matters. Where the coordinator or any other faculty member is not available then a message can be left in the office with her. In case the DCIS office is closed then C-216 room situated at the 1st floor C block, should be contacted.
23. All applications for head DCIS should be routed via coordinator MS Computer Science and submitted in DCIS office.
24. Hard Copies of Time Table will also be made available in the office.
25. All registration forms etc. should be submitted in the office.
26. Please make sure that you have updated DCIS office about your latest mobile number and email address.

*The Course coordinator can be contacted via* *naeemakhter@pieas.edu.pk* *or at PIEAS extension 3245. Student can meet in person on* ***Friday between 3:00-3:30 PM in room C-216***

***“All the best for your future stay in PIEAS and we hope that this will be a memorable experience”***

**Declaration**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/O-D/O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student of MPhil CS 2014-16 hereby declare that I have read the document tilted “**MS Computer Science - Important Instructions dated January 26, 2014”** and will abide by it. In case of noncompliance, I will accept the decision and disciplinary actions of PIEAS.

 Signature: ……………………………..

Name: …………………………………

Date: …………………………………..