**SOPs/Guidelines for Assignments submitted by Students in Lieu of Mid Term Examination during Online Classes due to COVID-19 Pandemic**

1. The assignment comprises of at least 5 Pages (A-4 Size) and **Margins:** Left, 0.5 cm; top, bottom, and right, 1.0 cm.

Cover page (indicating title of Assignment (with Initial Caps except articles and prepositions)

 name of students, registration/roll number, Degree program, department and university emblem etc) should be included

1. Use “Times New Roman” with Font Size 12 for content and 14 for Headings
2. Line Spacing should be “1.5” (minimum) and “2” (maximum)
3. Direct copy/past is strictly not allowed. The concerned teacher will check the Plagrism through “Turnitin Software”. Upto 20% plagrsim in extreme cases will be acceptable. In case of Plagrsim exceeding the limit (20%), 2 marks per each 5% exceeding will be deducted
4. Sources being used for the preparation of said assignment must be written at the end. In case of Book, name of book with title of chapter, year of publication etc. must be written. In case of research journal, Name of the Journal, Title of Research Paper/article, year of publication etc. must be written. In case of online article, title of article, web link and accessing date etc. should be written. Following are the examples of how reference should be written.

 **Reference style**

[1] Authors (Last Name, First Name.“Article Title” *Journal Name* Volume Number (Year Published): Page Numbers.

[2] Authors (Last Name, First Name). “Book Title”. *Publisher City: Publisher Name*, (Year Published).

 [3] Author, “Thesis Title”, *University Name* (year of publication), MS/PhD Thesis

[4] Last Name, First Name. *“*Article Title*”*, *Proceeding of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,* Volume Number (Year Published): Page Numbers.

1. Proper use of charts and diagrams/figures (where necessary) with proper caption will be appreciated.
2. Inclusion of unnecessary diagrams, flow charts, pictures etc. are not allowed
3. Table of Contents: includes all the Heading and subheadings and page numbers.
4. The student should submit assignment (indicating name, class and degree program in the subject) directly to the concerned teacher via email (qurat63paracha@gmail.com). Submission through **WhatsApp** is not allowed)
5. Save your assignment as a PDF document. The name of the file should be your first initial and last name, followed by an underscore and the name of the assignment, and an underscore and the date. An example is shown below:

**KFatima\_Uses of Inorganic Chemistry \_101504**

1. Last date of assignment submission is 30 April 2020. In case of late submission 2 marks will be deducted for each day.